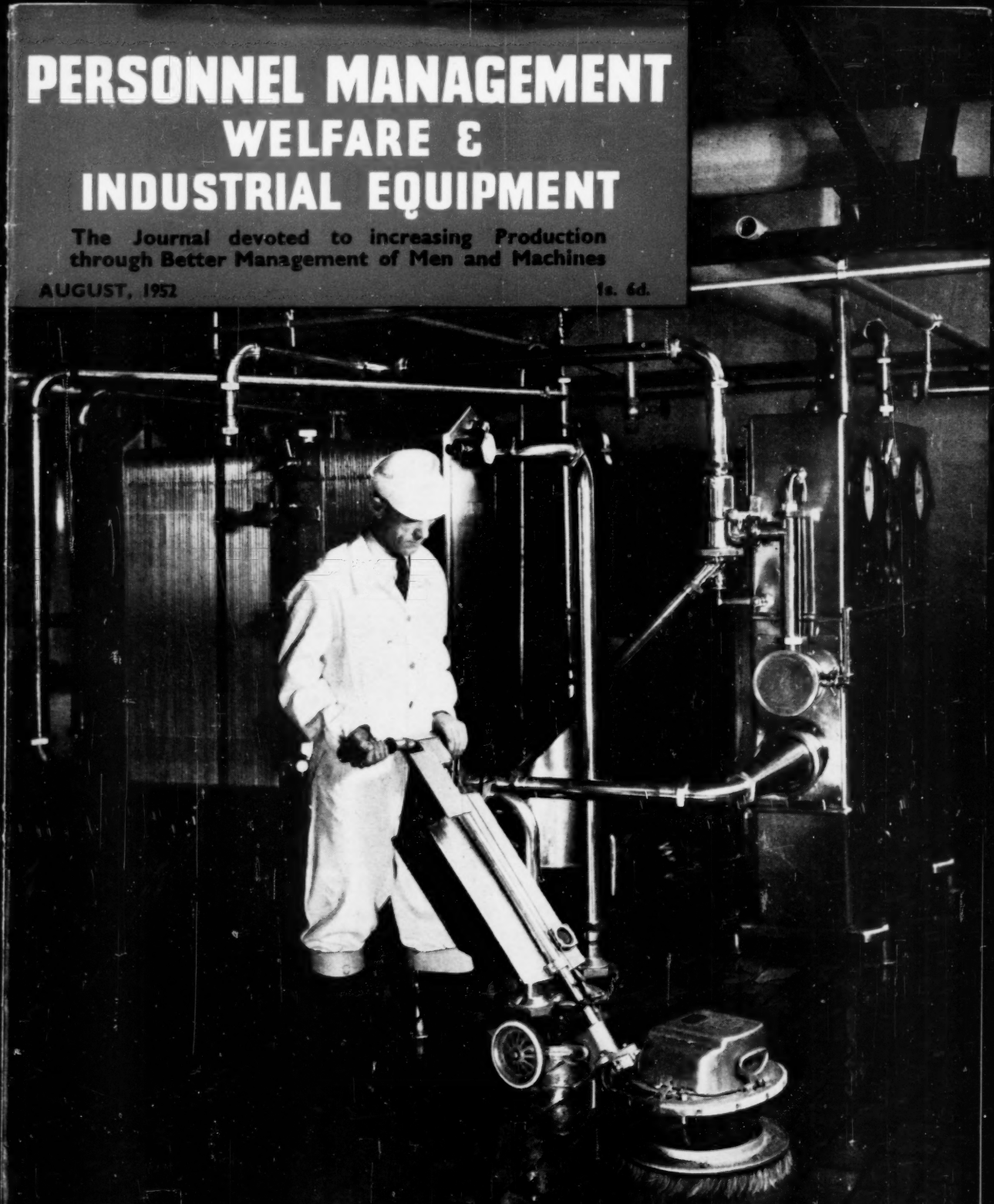
PERSONNEL MANAGEMENT
WELFARE & INDUSTRIAL EQUIPMENT

The Journal devoted to increasing Production through Better Management of Men and Machines

AUGUST, 1952 1s. 6d.



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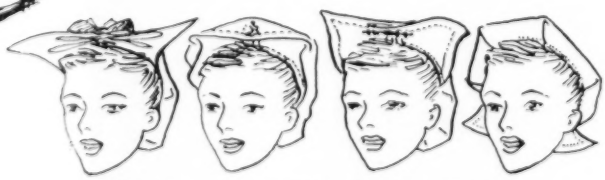

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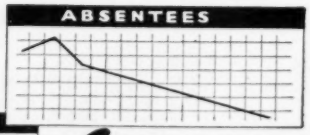

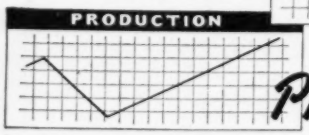

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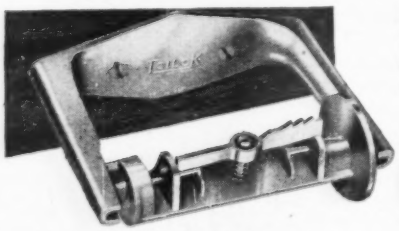

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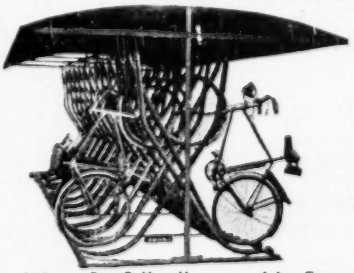

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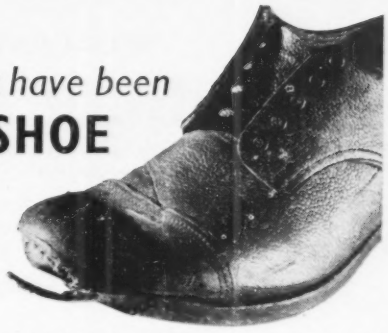

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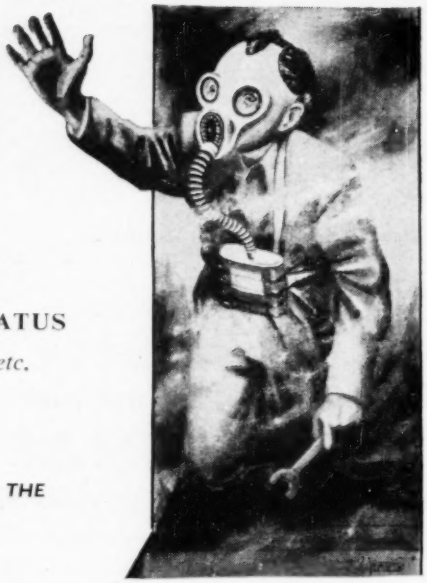

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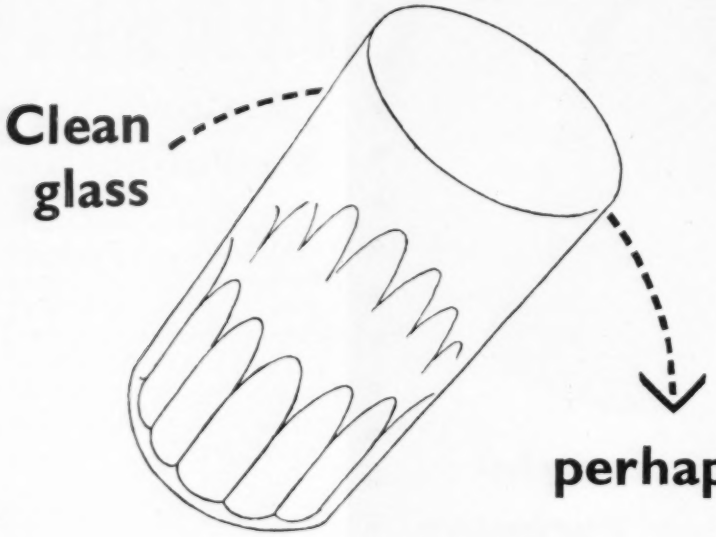

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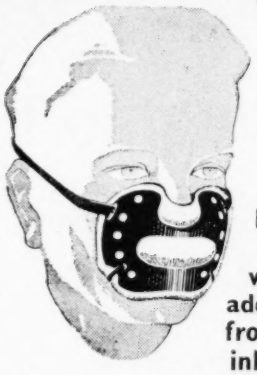

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PERSONNEL MANAGEMENT WELFARE AND INDUSTRIAL EQUIPMENT

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Vol. 19, No. 147

Published monthly by Shaw Publishing Co. Ltd., 180 Fleet Street, London, E.C.4 (CHA. 8844) Incorporating "Civil Defence Journal and ARP & NFS Review" and "Welfare," London. Subscription rates: 20s. per year, post free in the U.K.; 25s. per year overseas.

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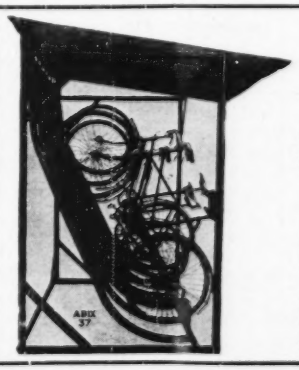

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The Eagle SCRUBS AND DRIES 5000 SQ FT PER HOUR with one operator

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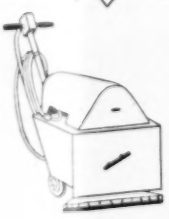
Head Office and Works: Farnborough, Kent. Telephone: Farnborough 849. *Manchester Office:* 211 Oxford Road, Manchester 13. Telephone: Ardwick 2003

THE MALLARD

Handy general purpose scrubber and polisher. Covers 2,000 sq. ft. per hour.

THE SWALLOW

Floor sweeper which sweeps 20,000 sq. ft. per hour. Does the work of 6 men.

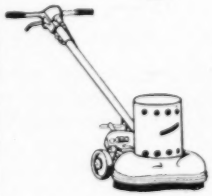


THE DIPPER

A suction floor drier which dries 5,000 sq. ft. per hour. Made in three capacities.

THE VULTURE

Heavy duty scrubber and polisher for large areas—covers 3,000 sq. ft. per hour.



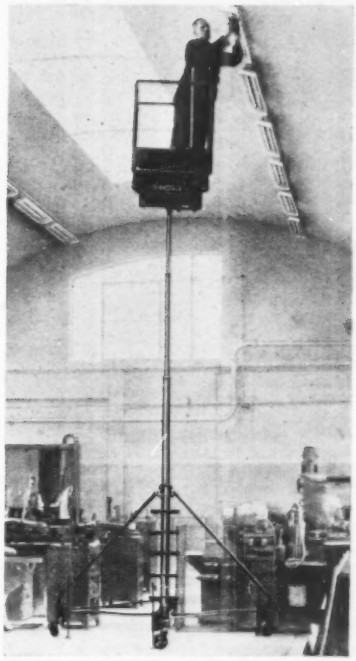
THE BITTERN

Removes impacted grease quickly and effectively from factory or workshop floors.

Modern Cleaning Equipment Cuts Costs

By JOHN SPENCE

Keeping the factory clean is a very real problem, as the many letters on the subject which this journal receives bear witness. In this, the first of three articles, an expert describes up-to-date equipment which enables windows to be cleaned and floors to be swept more quickly, more thoroughly and more cheaply. In his later articles he will deal with floor scrubbing and polishing, and with the cleaning of walls and ceilings.



Where ladders cannot be used, one means of reaching the area to be cleaned is a hydraulic platform such as this.

ARE your cleaning costs too high? Costs of cleaning office buildings and factories have risen considerably in the past decade. During the same period, however, mechanical aids have been vastly improved. By the use of these devices, sensible planning of the lay-out and the provision of cleaning facilities in the original design of a new building, it is possible to make a considerable reduction in current expenditure and even obtain a figure which is comparable with the cost pre-war.

The minimum standard of factory cleanliness is set by the Factories Acts, 1937 and 1948. Section 1 of the 1937 Act states:

Cleanliness—Every factory shall be kept in a clean state and free from effluvia arising from any drain, sanitary convenience or nuisance and, without prejudice to the generality of the foregoing provision:

(a) Accumulations of dirt and refuse shall be removed daily by a suitable method from the floors and benches of workrooms, and from the staircases and passages;

(b) the floor of every workroom shall be cleaned at least once in every week by washing or, if it is effective and suitable, by sweeping or other method;

Section 1 of the Act also requires that all inside walls and partitions, and all ceilings or tops of rooms, and all walls, sides and tops of passages and staircases shall:

(i) where they have a smooth impervious surface, at least once in every period of fourteen months be washed with hot water and soap or other suitable detergent or cleaned by such other method as may be approved by the inspector for the district;

(ii) where they are kept painted with oil paint or varnished, be repainted or revarnished at least once in every period of seven years, and at least once in every period of fourteen months be washed with hot water and soap or other suitable detergent or cleaned by such other method as may be approved by the inspector for the district.

Finally, Section 25 requires *inter alia* that floors, passages, etc., shall be properly maintained and it has been frequently held that trade refuse, scrap and oil left lying on the floor, and on or over which persons can slip, are a breach of this section.

A minimum standard of lighting has also to be maintained and it is here that clean windows can provide

WINDOW CLEANING AIDS...

These give easier ACCESS to windows

* Cradle suspended from outside monorail
* Cat-walks with hand rails
* Hydraulic elevating platform
* Platform mounted on crane jib
* Window sections which pivot inwards

These enable windows to be CLEANED quickly and economically

* Water brush, with piped supply of water and detergent
* Water pipe bored with small holes at 2 in. intervals (for roof lights)
* Rubber squeegee

...AND A FAST FLOOR SWEEPER

* Hand propelled, sweeps 25,000 sq. ft. an hour, picks up everything from a spent match to a discarded newspaper

Hand propelled sweeper of the type mentioned by our contributor. Pushed by a man or a woman, this machine can sweep clean about 25,000 sq. ft. of factory floor in an hour. It costs less than £60.

adequate lighting at low cost. The standard required is set out in S.I. 94 of 1941.

From the foregoing it will be realised that the occupier has considerable legal responsibilities in respect of his "housekeeping" and that neglect can prove expensive in a common law action.

In most factories a highly polished window is unnecessary, and all that is required are clean windows which will admit plenty of light. This can readily be achieved by using a water brush mounted on a tube with a piped supply of water and detergent. The aluminium tube, which can be 7 ft. or 8 ft. long, will enable a man to clean an area of over 150 sq. ft. without changing his position. The windows can, if desired, be wiped down subsequently with a rubber squeegee, and a really good finish obtained.

Access to windows provides several problems. If a new building is to be erected, a monorail can be installed on the outside and the cleaning done from a suspended cradle. Another method in a multi-floor building is to have the windows made with a section which pivots inward and through this the fixed portion of the frames can be cleaned. Roof lights can be dealt with easily if cat walks, with handrails if necessary, are installed. The water brush, detergent and squeegee method or a simple installation of a pipe bored with small holes at 2-in. intervals running along the head of the roof lights will enable this work to be done very quickly and at a low labour cost.

Ladder work leads to many accidents and also encourages window cleaners to over-reach or step from sill to sill. The hydraulic platform, particularly if powered by an electric motor, can be most useful. Even if ladders are normally employed, it is not always possible to approach the building close enough to set up a ladder. The job can be done with the aid of the hydraulic platform or a tower ladder, used in conjunction with the water brush.

A further method is the use of a specially constructed platform mounted on the jib of a hydraulic mobile crane which can reach up, out and over lean-to buildings. This platform, which has handrails and can accommodate two men, has the advantage that it can be raised, lowered or moved with the greatest expedition.

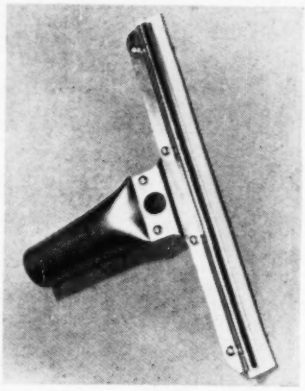
Hand sweeping of passages, workrooms and pavements is very expensive and unhygienic. In fact much of the dust is merely transferred to another place, while the work is done slowly with the aid of considerable labour force. By hand sweeping it is difficult to attain a rate of 4,000/5,000 sq. ft. per hour, and a truck or barrow in which the refuse can be dumped has to be constantly fetched. Various types of mechanically propelled sweepers at a comparatively high initial cost are available and where very large areas have to be cleaned they are a worthwhile investment.

(Photo. by courtesy of F. Taylor and Sons (Manchester) Ltd.)

This platform mounted on the jib of a mobile crane gives access to "difficult" windows.

WHERE CLEANLINESS COUNTS. Our cover picture shows the pasteurizing department of the Express Dairy Company's Cricklewood plant, one of the world's largest, which is cleaned by power-driven equipment.

(Columbus-Dixon Ltd. photo.)



A really good finish is obtainable if washed windows are wiped down with a rubber squeegee such as this. A broom handle may be fitted into the socket. This squeegee is also suitable for use on mirrors, paintwork, tiles and all smooth surfaces.

All medium and small size firms should, however, consider the use of a hand propelled sweeper which has been introduced to the market recently. This machine when pushed by one man or woman can sweep upwards of 25,000 sq. ft. per hour.

The machine is capable of handling anything from a burnt match stalk to a crumpled newspaper. It has a large container which will hold a considerable quantity before dumping is necessary. Where it is not possible to push the machine under lockers and work tables, the refuse can be swept or pulled out into the central gangway where the sweeping machine can pick it up. Being light and easily manœuvred, with a pair of wheels on which it rides when sweeping is not required, the machine can be quickly taken from building to building as required. It costs under £60 and the adjustable brushes have a very long life and are the only parts subject to wear. The capital outlay involved can be recovered many times during the course of a year.

Next month: Floor scrubbing, drying and polishing.

This Course Teaches The Best Use Of Breathing Apparatus

By A. G. THOMSON

Many managements protect their employees against dust, smoke or toxic gases by means of self-contained breathing apparatus. To give maximum protection, such equipment must be correctly worn, used and maintained. With this end in view, one firm of breathing apparatus manufacturers are running highly successful courses of instruction for customers' employees.

While the dresser buckles you
Skull cap, plug and mouthpiece do.
Take out main valve,
Lock it, take a reading;
Then you nose-clip,
Bypass, do your breathing.
If nose-clip's tight
And you protect your sight,
You may rest assured
That you're all right.

WITH jingles like this, C. H. Burwood, former Royal Navy diving inspector and now instructor with Siebe, Gorman and Co. Ltd., helps his trainees-from-industry to memorise the various methods of dressing in, and starting up, the different types of breathing apparatus made by his firm. Since this training scheme was inaugurated —because so many requests for instruction were received—shortly before the last war, over 7,000 men have passed through Mr. Burwood's hands. They have come from fire brigades (including industrial units), chemical and gas works, cold storage warehouses, dairies and other establishments where protection against potential hazards from dust, smoke or toxic gases is required. Often industrial firms have found it worthwhile to send two or more representatives to attend a course, so that these men can act as instructors to the rest of the fire brigade or department on their return.

The full course lasts five days. It includes lectures on the science of breathing apparatus of every description; detailed instruction in the design, construction and maintenance of the various appliances; practical training in the use of the apparatus in irrespirable atmospheres; and examination of the candidate for a certificate of proficiency.

The syllabus is comprehensive and interest is never allowed to flag. Here is a sample day; the first, as it happens. "School" starts at 9.15 a.m. Half-an-hour's introductory talk is followed by a further half-hour devoted to the elementary physiology of respiration. After a 15-min. break, the instructor spends an hour describing filter-type respirators and their limitations.

First afternoon session is a general description of Antipoys and smoke helmets. From 1.30 to 2.30 p.m. the lecture on the elementary physiology of respiration is continued. This period is followed by a further description of the appliances in the showrooms and by a general tour of the works. At 3.30 p.m. the class adjourns for tea. The final period is devoted, as it is each day, to students' questions, particularly about their own jobs.

To back up his teaching, Mr. Burwood uses appropriate anecdotes, of which he has a seemingly inexhaustible supply. For example, he considers it important to demolish the popular fallacy that sufficient air is always admitted through the nose. Why? Because *when a person breathes deeply, the nostrils tend to close*. As supporting evidence he quoted the case of a fireman who tried to climb a ladder with his mouth gagged, but was completely exhausted after climbing 50 ft.

During periods devoted to the stripping and assembling of self-contained breathing apparatus, the students work in pairs and are issued with apparatus and tools of the type used in their own establishments.

Instruction is also given in wearing self-contained breathing apparatus under various working conditions, and on the last day there are practical tests in a smoke and gas chamber.

Experience has shown that the psychological aspects of the training are very important. The men must acquire confidence in themselves and in the apparatus, and it is found that the best results are obtained by allowing each man to use the set he happens to like. The training is so comprehensive, however, that at the end of the course each student is competent to handle any type of apparatus.

Instructor C. H. Burwood (in foreground) with members of one of his training courses. Included in the group are representatives of Morris Motors Ltd.; the Goodyear Tyre and Rubber Co.; Hong Kong and Birkenhead fire brigades; Lankro Chemicals; Sheepbridge Coal and Iron Co.; and St. John's Ambulance Brigade.

Fulfilment of a Vision

By W. F. HALL, *Secretary to the Rolls-Royce Welfare Trust*

"The results cannot be other than beneficial to both employees and employers." That is how the author sums up his story of his company's nation-wide welfare scheme, which is controlled by a committee comprising equal management and worker representation. Born of a former managing director's public spirit, the Rolls-Royce welfare organisation offers employees a full and happy leisure. Its interests range from sport to savings schemes.

WHY is this article entitled "The Fulfilment of a Vision?" Because more than 30 years ago the then managing director, Mr. Claude Johnson, determined that the company should deserve the goodwill of their employees, and as a means to that end he submitted a welfare scheme to the shareholders and the workpeople.

Strange as it may seem now, the shareholders evinced more enthusiasm than did the workpeople, some of whom held the erroneous idea that there might be some ulterior motive behind the offer. Not until the various trades unions had been consulted did they accept.

Up to this time, social and sporting events had been only those organised by a few enthusiasts who obtained financial support by collecting privately from such officials and others who showed interest; but on the acceptance of the new offer, in 1919, a properly constituted welfare scheme was launched.

To ensure democratic control, a "management committee," comprising thirty employees nominated by the directors, and thirty elected by the workpeople, was brought into being. From these sixty members, officers were elected and the following committees formed:

Executive. It was laid down that any person elected to this committee could not also serve on a sectional committee.

Finance. Five members, again with an embargo on membership of a sectional committee. (*These decisions were made so that those elected to the executive or the finance committees should be independent and not subject to undue pressure from sub-committees. It is a rule that every member of the management committee (not elected to either the executive or finance committee) must sit on one sub-committee (but not more than two) to ensure equitable distribution of duties).*

The sub-committees now in action are:

1. Sport, art and dramatic;
2. Social;
3. General purposes;
4. House and grounds.

At first, all these committees were confronted with difficulties. Ground had to be rented in various parts of the locality to enable teams to play, and the works canteen (with a tiled floor) had to suffice for dances, whist drives and exhibitions.

However, in January, 1921, land adjacent to the factory was placed at the disposal of the welfare committee by the company and a start made on laying it out as a sports ground. Now there are three cricket squares, ten tennis courts, three bowling greens, two soccer pitches, two rugby pitches, a hockey pitch, pitch and putt course, a running and cycling track, rifle range, gymnasium, table tennis accommodation and, in the main pavilion, an indoor games section. Badminton is played in one of the works canteens.

The "Sad Committee" (sport, art and dramatic), as they are facetiously known, also take under their wing the activities of such sections as the male voice choir, the operatic society, the works band, orchestra and the dramatic society which performs under the title of "The Welfare Players."

To enable these sections to present programmes in an appropriate setting, the company built a welfare hall in 1936. This has a maple floor, licensed to accommodate over 400 dancers, and has seating for about 600. The stage is ample and

Rolls-Royce welfare embraces a multitude of activities. Here the country dance club of the Scottish branch performs under the expert eye and to the accompaniment of Pipe Major Campbell.

The sports grounds provide both outdoor and indoor recreation. Members of the Derby indoor games section are here playing chess in the sports pavilion. There are also a rifle range and a gymnasium.

The "Sad Committee" (sport, art, dramatic) run choirs, a band and orchestra, a dramatic society and an operatic society, who are pictured above in a scene from "The Pirates of Penzance."

is served by up-to-date lighting effects, curtains and public address equipment. Its size can be gauged from the fact that in a recent performance of "The Mikado," over seventy performers were at one time on the stage. Further, through the joint efforts of the musical sections, a massed choir and orchestra have this summer presented selections from Handel's "Messiah."

Throughout the winter, the social committee organise an old time dance each Saturday. These dances have been run successfully for many years, and it is very pleasing to note that although the price of admission is only half-a-crown, many of the men come in full evening dress, complete with white gloves. There is no licensed bar in the welfare hall, and dance promoters who think that without a licence dances are not likely to be attractive have been astonished at the success which has attended these efforts, for the profits accruing bring several hundreds of pounds into the funds each season.

The general purposes committee principally concern themselves with helping employees in sickness or distressed circumstances, like those who, through long illness, have exhausted their club benefits. The members visit and investigate cases and the committee makes grants according to need. Two qualified full-time nurses visit sick employees or their dependants.

Another function of this committee is to organise works outings, and the scope of their activities can be gauged from these examples: 505 people to Hampden Park for the England v. Scotland soccer match; over 800 to the British Empire Exhibition, Wembley; 400 to the England v. Portugal football match and to the pantomime at Nottingham.

At the same time as the welfare movement got under way at Derby, a similar movement came into being for the benefit of our colleagues at our London depot. In 1920 they secured a sports ground at Preston Park, Wembley. Unfortunately this is a considerable distance from the homes of our employees in that area and thus the activities there are more or less confined to the week-end. During the last war, activities were further restricted as both the ground and the club house were requisitioned by the Government, and only recently have we regained possession.

A Battle Won

More difficulties arose out of an application by the local council for compulsory powers to acquire the land for other purposes. The application was resisted and a case was presented to the then Minister of Health by us and other interested clubs. The Minister decided in favour of the retention of the open spaces for recreation.

At the London sports ground facilities are available for cricket, football and tennis, while social evenings take place in the well-equipped pavilion. Further amenities are provided at the Hythe Road depot for boxing, badminton, table tennis, and in addition there is a library which is well patronised.

Since 1938 further branches have been opened in Cheshire, Nottinghamshire, Yorkshire and Scotland, and as far as possible comparable facilities are provided there.

Membership of the Welfare Amenities Society is voluntary and employees can either become members of individual sections at very low fees or general members at a cost of about 4d. a week, which gives them access to every section. Needless to say, these contributions can only offset the cost of upkeep to a very small extent and the company has been most generous in placing funds at the disposal of the society to maintain the amenities in a manner comparable with the Rolls-Royce tradition.

It is rather interesting to note that each of our branches has at least one section which is peculiar to that branch. For example, in London there is an aquarists' club; in Scotland a pipe band; in Cheshire a ladies' cricket team, and in Derby a ladies' bowls team. The Yorkshire branch boasts an archery section.

The company encourages employees to be thrifty. Through the National Savings movement and the Rolls-Royce Welfare Thrift Society, they are able to authorise weekly deductions from their wages, and in the case of the largest factory nearly 80 per cent of the employees have taken advantage of these facilities.

The goodwill engendered by the provision of such excellent amenities has undoubtedly been reflected in output, for where employees work contentedly, knowing that the company has their interests at heart, the results cannot be other than beneficial to both employees and employers.

Bonus Speed-up Raised Efficiency

RANLEIGH WARE LTD., Adelaide, Australia, have a home-made recording system which can post up bonus-hours earned within two minutes of production. Everybody concerned knows what is going on and all are "on their toes." The position of any job can be obtained immediately and standards set for materials are under constant check. Efficiency increased 21 per cent in the first two months and is still going up.

First step was to make all production runs into economical batch quantities having an operation time cycle for each operator not exceeding two hours. This provides quick reports of completed processes. Then time standards for each operation were calculated and also the material standards for that batch in both quantity and value. These were printed on the job time-cards. The job time-recorder (clock) was fitted with a "decimal" type wheel instead of the usual "minute" type to speed up calculations. A "master-type" intercom. station was installed so that only one call came through at a time; a light over the 'phone indicated other stations calling. A clerk and comptometer operator "clock," calculate and file the cards as they come in. Cards are numbered to indicate direct or indirect labour jobs. A sheet to record job and operation numbers started and finished, and an analysis sheet for recording the data, completed the set-up for compiling information. A "tote," built from odds and ends, conveys the hours gained or lost against standard time. This relays information to three vital points—the production control panel operated by the "comp." after each calculation; the workshop; the managing director's office. The system starts when the foreman hands the operator the material or partly processed parts and the materials "traveller card." The operator goes to the nearest intercom. station and reports to the control clerk that he has finished job No. 1 and started job No. 2. Should there be a breakdown in production, the operator clocks off that job and reports to control, where estimated time of delay is calculated and recorded. The scheme requires a comprehensive set of reporting and record cards, but results justify the work involved.

(Condensed from *Factory Management and Maintenance*, 6/52.)

"Well Done, Sir"

"NO one ever gets any praise in my firm, but we get blame jolly quick if we make mistakes." This man's firm is not unique in this matter. There are plenty such firms. It is a common delusion that employees are spoiled by praise; in fact, hundreds of employees are spoiled by lack of it. If an employer does not notice and praise good work, he will get very little of it. "Blame-driven" workers will do as little as they dare. They are being given no incentive to do their best.

(Condensed from *Efficiency Magazine*, 7/52.)

Overseas Training School

A SHORT course for overseas agents' representatives of the Joseph Lucas organisation has been established in Britain. Its object is to give agents' men already serving overseas a first-hand introduction to latest equipment and methods.

The school is at Hove, Sussex, and since it is next door to a Lucas branch service depôt the students have ample opportunity of studying modern service practice. The course lasts three weeks and is limited to eight students to ensure the maximum of personal attention. A Lucas spokesman explained: "The students are not *told* how to do a job—they are *shown*."

The course covers the complete Lucas electrical system on all forms of motor vehicles and, in addition, the handling of various associated duties such as stores control, the issue of spare parts lists and technical literature. All Lucas agents overseas are being invited to select one of their employees for the course. They are asked to pay the student's fare to England, but Lucas's undertake to meet all other costs—including board and lodging. As far as possible lectures will be given in the students' own language. A record is kept of everyone during the course, and at the end a report is sent to the agent, together with a certificate of proficiency for exhibition in the agent's premises.

Planned Safety

THERE is no better foundation for accident prevention than careful planning of plant lay-out. The following points are worth remembering.

Site. If on a busy street, provide "one-way traffic" approaches. Keep rail, motor and pedestrian traffic separated. Avoid sharp turns, blind spots, and intersections in roadways.

Walkways. Keep main aisles in the factory as wide as possible, straight, and free from obstruction. Keep staircases in good repair and provide non-slip surfaces. Lifts should not only have sufficient capacity to carry the gross load, but be structurally designed to take unbalanced or pin-point loads. See that floors are of adequate structural strength, with proper drainage if subject to liquids. Place pipes, drains, fire apparatus, heaters, etc., in inconspicuous places.

Equipment and Guarding. Allow sufficient space for safe and efficient operation. Lay out the complete work station, and provide all necessary handling and storage equipment, not just the major items. Provide additional guards where necessary, and get the approval of the safety engineer before installation begins.

Painting and Lighting. Consider quality of light, as well as quantity. Colour schemes should complement lighting, and provide good reflection without glare.

Fire and Explosions. Consider whether there is adequate ventilation, whether hazardous areas are partitioned off, whether there are enough fire extinguishers strategically placed, or whether potential danger is great enough to warrant a works fire brigade.

Good housekeeping. Provide proper space for materials, and ensure that waste is removed regularly.

Handling and storage. Install proper equipment and see that it is maintained.

(Condensed from *Management Review*, 2/52.)

Lie Down To It!

CAN you do better work when you are "lying down on the job?" Literally speaking, yes. Studies conducted at Colgate University, U.S.A., indicate that if the feet are propped up slightly higher than the head, thereby increasing the flow of blood to the brain, greater competence results. In a study of undergraduates, psychologists found that students were able to do mathematical problems 7.4 per cent faster in this position, and accuracy was improved by 14 per cent.

Three Good Ideas

WILLIAM WRIGLEY, Jr. Co., of Chicago retire their older workers by instalments. Upon reaching the age of 65 those who are able to go on working are given one month's paid leave of absence the first year, two months' the second year, and so on until they retire altogether.

Hoover Ltd., recently gave permission to the travel agents, Thos. Cook and Son, to set up a holiday information bureau in one of the recreation rooms at the factory. Many enquiries

were dealt with, and the experiment was generally voted a success.

Tyne Furniture Works have engaged a hairdresser to attend their employees three days a week. Employees attend during working hours, and the charge of 1s. 6d. per head goes into a welfare fund to subsidise social activities. The management pay the hairdresser, who is engaged on other duties on the two days when his "shop" is closed.

(Condensed from *Industrial Welfare*, 4/52.)

New Offices—More Output

GREENLY'S LTD., London advertising agency, have recently acquired a new eight-storey office building in the heart of Mayfair. Redecoration and equipment were carried out from scratch and designed to secure an orderly flow of work, and to provide attractive working conditions for staff. Owing to the shape of the building, movement had to be vertical rather than horizontal, so the "flow" was organised from the top downwards. Reception and conference rooms occupy the top floor, and glass doors, movable screens, floor-to-ceiling curtains, etc., enable the area to be quickly converted into reception, conference, exhibition or cinema rooms as required. A servery is available for light refreshments. On the floor below are executives' offices. Each office is decorated individually, and in the private offices an attempt has been made to match the *décor* to the personality of the individual occupying it. Offices of the more flamboyant personalities are decorated in quiet pastel shades, while those of the more retiring ones are in brighter colours. Furniture varies, some having been constructed to the executive's own design. Brightly patterned curtains and light floor coverings complete the schemes. General offices are decorated in a plainer style, but have light-coloured walls, good lighting and layout. Considerable thought has been given to small, but significant, details. The company are convinced that good layout and working conditions have secured a greater output and higher quality of work from their staff.

(Condensed from *Business*, 7/52.)

Curtains for Welders

FIREPROOFED canvas curtains are used to make booths for welders along the belt conveyor in exhaust assembly at Ryan Aeronautical Co., San Diego, U.S.A. The belt carries parts under the curtains. Welding is incorporated into the series of assembly operations without any great expense in set-up or hazard to other workers. The company makes the curtains and sprays them with fireproof material.

(Condensed from *Factory Management and Maintenance*, 6/52.)

Ideas & News from House Magazines

Their Own Golf Course

One of the few firms to own their own golf course, Steel, Peech and Tozer, recently celebrated the twenty-first birthday of the Phoenix golf section by opening an eighteen-hole course. The club has a strong youth section, and is starting a scheme, designed to discover and develop young golfing talent, for the free tuition of youngsters. **(The Phoenix Gazette.)**

Field Day at Rolls-Royce

When the Queen and the Duke of Edinburgh visited Derby in 1949, departmental exhibits were arranged around the factory for the benefit of the Royal visitors. From this has grown up the annual exhibition which now forms the main attraction of the company's field day. This year the exhibition covered 13,000 sq. ft. Most exhibits were working and manned by apprentices engaged on actual production.

About 20,000 visitors attended the field day, while nearly 4,000 schoolboys visited the exhibition. **(Rolls-Royce News.)**

Joint Consultation Investigated

Is joint consultation really working? A team of management and workers' representatives of the light alloys division of Richard Thomas and Baldwins Ltd., decided to investigate the working of their own joint production committees. They discussed problems affecting organisation, appointment of committee chairmen, election, representation and size of works committees, and suggestions for broadening the basis of discussions.

Opening the meeting, the chairman said: "Effective joint consultation means that every employee feels that he or she is making some contribution to the well-being of the works—to its prosperity and solidarity."

The team agreed that, acting on the principle of "what is right" not "who is right," employees often changed management's mind by their contribution to discussions. But there must always be someone of authority to make the final decision.

Minutes of the meeting have been circulated to all J.C.C.s in the company. Further meetings will be held to consider findings and report progress. **(Ingot News.)**

Win Your Blankets

Employees of Wormalds and Walker Ltd., makers of Dormy blankets, can win a pair of blankets in a competition in which they are asked to write down in order of importance the six things which in their opinion go to make the perfect blanket. **(Wormald Magazine.)**

Is "P. M. & W." on the mailing list for your house magazine? We are always on the look-out for items suitable for inclusion in this column.

MAYOR CONGRATULATES PERSONALITY GIRL

Each year employees of Oldham and Son Ltd., elect their "personality girl." Here is Miss Eileen Bradbury, 1952 choice, receiving her £5 election prize from the Mayor of Blackpool during the firm's annual outing.

Law for Management—I

Think Twice Before You Search An Employee

By JOHN LAWES

In this two-page legal feature, "P.M. and W." deals with a variety of problems of great importance to management. As a further service for readers, the first column of a new, helpful question-and-answer series appears on the facing page. You are invited to make use of Mr. Lymester's expert knowledge.

IF something is stolen, the easiest way to find the thief is undoubtedly to search all the people who have had access to the article. In a factory, such a search can be undertaken without difficulty when the employees go off duty. It is because searching is so easy a way of putting a check on pilfering that employers are sometimes tempted to search an employee against his will. The law governing the right to search employees is by no means so clear as might be desired, but searching a man against his will is generally inadvisable, and may give rise to a successful action for damages.

It is, of course, quite safe to search a man *with his consent*, but that consent must be given freely. As a general rule, if a man is detained until he consents to be searched, he can bring an action for false imprisonment against the person responsible for detaining him.

This position is illustrated by a leading case concerning an employee suspected by his employer of stealing. He was asked by two security officials to go with them to his employer's office; he went without resistance and was left in a waiting room, the two men remaining on guard outside. He brought an action alleging false imprisonment, to which the defence was that he was perfectly free at all times to come and go as he wished.

The Court of Appeal, however, found the employer liable because they said that the employee had not been a free man from the time he came under the influence of the employer's security officials. The point is that if an employee is to be detained and the employer has no special right to detain him, he must be found to have committed an offence or he will certainly have a right of action against his employer. Indeed, if the detention were unnecessarily prolonged, there might be a right of action although the employee was convicted of the offence for which he was detained.

Many managements attempt to surmount this difficulty by making it a condition of employment that employees will submit to a search at the employer's instructions. Such a clause is valuable because it gives the employer additional rights and may well be the means of avoiding an action for damages for false imprisonment. If an employee who is subject to such a condition of employment refuses to submit to a search he makes himself liable to dismissal without notice. The employer must not resort to a forcible search as that would amount to an assault and probably to false imprisonment.

Employer's Rights

It appears from the authorities, however, that the employer may use his contractual right under the condition of employment as a sanction upon an employee who does not agree to be searched. The sanction is effected by refusing to allow the employee to leave his employer's premises until he consents to be searched. While the authorities support the view that the contractual right may be used in this way, it should only be so used in very exceptional cases.

Apart from this question of the right to search, the employer has the same right of arrest as a private citizen, who is entitled to arrest a thief without a warrant when the latter is "found committing" the offence for which he is arrested. Being found in possession of stolen property while carrying it away is considered as an integral part of the theft.

The right of arrest is very narrow and is rarely likely to be of assistance to employers. Police constables naturally have wider powers of arrest without a warrant and may arrest if they have reasonable grounds for suspecting an offence to have been committed and for believing that the person whom they arrest has committed it. A Justice of the Peace has the same powers of arrest as a policeman.

To sum up: *It is most unwise for an employer forcibly to search an employee who is suspected of theft.* The wise course is to include a condition in all contracts of service and works' rules giving an employer the right to search. By doing this the employer arms himself with the widest possible powers and gives himself the maximum protection. Where an employer feels that these powers are not adequate to enable him to deal with a particular case of pilfering, he will be well advised to call in the help of the police. The employer-cum-amateur detective may find that the expense involved if one employee is "falsely imprisoned" is a little higher than might be imagined from the careers of some of the heroes of detective fiction.

Law for Management—II

How To Pay Money Due To Deceased Employees

If an employer doubts the *bona fides* of a claimant for money due to a dead employee, he should only pay to someone who has a grant of probate or letters of administration for the dead man's estate.

IF an employee dies suddenly, he will usually have back wages owing to him from his employer, who is likely to be approached for payment by the widow or children. Usually it is quite safe for these moneys to be paid over to the person known to be the deceased's widow, but the widow, as such, cannot give a discharge for sums owing to her late husband. If money is due to a man at the time of his death, it falls into his estate and only his executor or administrator can give a receipt for it.

It is always dangerous to pay money due to a deceased employee to the person who holds herself out to be his widow. If she is not, in fact, married to him, she has no legal right to receive the money, although the widow or some other relative will be entitled to it. If the employer pays her money due in the belief that she is the widow, he may later be compelled to pay the same sum to the deceased's personal representatives.

In consequence, where a considerable sum is owing to an employee at the time of his death, or where there is some reason to doubt the position of the woman who claims to be the widow, the employer should only pay the money to those persons who can show a legal right to deal with the estate. They are his executors or administrators and no one else. (The widow may, of course, have been appointed an executor or administrator.)

Where a deceased person leaves a will and appoints executors, the persons named by him can obtain a grant of probate. Where the deceased left no will, or where the persons he named as executors are not willing to act, his next-of-kin can obtain a grant of letters of administration. The procedure for applying for a grant of probate or letters of administration is quite simple and applicants may apply in person; it is only necessary for a solicitor to be consulted when the estate is complicated in some way. No matter what the value of the estate which the deceased left, personal applications for a grant may be made to the Principal Probate Registry in London or to any District Registry. Before probate or letters of administration will be granted, however, the applicant must deliver an affidavit for revenue purposes. Special forms are available on which the value of the deceased's estate must be stated, together with his debts and funeral expenses. This affidavit is for the purpose of assessing the duty, if any, payable on the estate.

Dependants Beware!

The dependants of deceased employees are not likely to appreciate the necessity for complying with these formalities in order to obtain wages due to their husband or father. Indeed, the employer will obviously use his judgment as to the occasions when he will require them to do so. But great difficulties for the dependants can sometimes be caused if a grant of probate or letters of administration are not obtained.

If the dead man owned a house, his widow or children do not automatically inherit it on his death; they must acquire their title to it through the executor or administrator. If a grant of probate or letters of administration are not obtained, it is not possible for the employee's widow or children to obtain a proper title to the house. This will prove a serious inconvenience to them if they wish to sell or mortgage the property. Having no title, they will be unable to give one to the intending mortgagee or purchaser. To enable them to put right the defect in their title, they may be obliged to go to considerable trouble and inconvenience, the extent of their difficulties increasing as time elapses.

As is normally the case, the law, when it requires the observance of formalities, intends to give protection against fraud.

Question and Answer

By JOHN LYMESTER

Mr. Lymester will be glad to answer readers' financial and legal questions, a selection of which, with his replies, will be published in this column.

Q. *I wish to pay an employee's widow a pension. Is this an allowable expense for the purpose of the company's income tax?*

A. Yes, but you should arrange for P.A.Y.E. to be deducted. The pension will be earned income to the widow. She can claim earned income allowance on it.

Q. *One of my employees and his brother together maintain their widowed mother. Can they both get income tax relief?*

A. The brothers can divide the allowance for their widowed mother. It would be best if they asked the Inspector of Taxes to do this in the proportion in which they contributed. Each should claim his proportion on his income tax form.

Q. *We have two spare-time groundsmen at our sports club who work for our firm during the day. We pay them a fee of 10s. per week each. Do they have to pay income tax on these spare-time wages?*

A. Yes. All income must be included in their income tax returns. In the circumstances you mention, it might be better for the firm to pay them an extra £6 10s., from which P.A.Y.E. is deducted, per quarter, and for the sports club to refund this amount to the firm.

Q. *My firm have no canteen, and I issue my employees with meal vouchers for use in the local public-house. Is income tax payable on the value of these vouchers?*

A. A firm who have no canteen can issue meal vouchers to their employees, and if these vouchers are a part of wages, no income tax will be paid on them. They should only be useable at a few restaurants and, in my opinion, only for food.

How To Fake Casualties

By F. RAINE-ALLEN

Assistant County Civil Defence Officer, Middx. County Council

Civil Defenders—and factory first-aid personnel—can be taught quick recognition of injury and conditioned to unpleasant sights by casualty faking. The author describes how various typical injuries can be simulated, but points out that the volunteer "victim" must be something of an actor to make the illusion effective.

As near to reality as possible, this office worker—a spare-time volunteer "casualty"—acts the victim of an air raid on a factory. Make-up portrays her hand crushed by debris.

THE study of first-aid manuals alone is not adequate for learning the efficient treatment of the injured. Situations are bound to arise which are not dealt with fully in the text books, but with which a well-trained Civil Defence worker should be able to deal without difficulty. It is therefore important that the initial first-aid training of Civil Defence personnel —and, indeed, factory first-aid staff —should be supplemented by realistic experience in the recognition of all types of injury whereby they may become accustomed to the unpleasant sights involved. This can be achieved by faking—a fascinating art which will also help to foster a more lively interest in training.

The fundamental object of casualty faking is to create the illusion of real injuries and to do the job properly a good deal of time as well as patience will be needed. The results attained, however, will more than compensate for the trouble taken. Before attempting to fake any injury it is, of course, essential to have a good knowledge of all the signs and symptoms; but, whatever injuries are chosen for faking, they should only be those which, in the particular circumstances depicted, the casualty could reasonably be expected to have sustained. Study of the Home Office 16mm. coloured film strip (R.C.D.3) "Typical War Injuries" (which can be purchased from H.M. Stationery Office) will help the instructor to decide what injuries to depict.

In faking casualties, make sure that the materials used can be readily cleaned off. As a foundation for many types of faked injury putty, tinted to match the colour of the casualty's skin, is quite satisfactory. Mould the putty to represent the injury but (even though most injuries are accompanied by swelling) do not exaggerate the swelling. Smooth the edges of the putty down with a spatula or the blade of a flat knife and blend them gradually into the surrounding flesh.

Reproducing Skin Texture

The application of a small amount of vaseline will assist this process; but as the putty will still tend to have a glossy and unnatural appearance, it will be necessary to reproduce the texture of the skin beneath. This can be done with the aid of a sharpened match stick. If hair is also concealed, cuttings taken from other parts of the body should be stuck on to the putty with spirit gum or collodion. Do not attempt to reproduce an injury until the whole of the surrounding area has first been given a natural appearance.

To fake a wound, a cut should be made through the putty (but not right through to the underlying skin) and moulded appropriately. To represent a deep wound, cover the bottom of the incision with a carmine No. IV grease paint and blend the edges gradually into lighter shades of carmine. Conversely if the wound is shallow apply Carmine No. I grease paint to the centre of the wound, and blend it gradually into the darker tints at the edges.

Blood can be simulated by using a mixture of red grease paint and a light oil, or by mixing a small quantity of Edicol Supra Geranine, or Edicol Supra Amaranth with water. Apply the "blood" carefully to the injury and its vicinity and then allow it to run down from the upper part of the wound. To represent glass, splinters of Perspex can be embedded in the putty. Arterial hæmorrhage can be realistically produced by concealing under the putty a length of ¼ in. dia. rubber tubing connected to a syringe or pump containing "blood" which can be squirted by the casualty.

Here are suggestions for the faking of other injuries:

(i) **Fractures.**

Compound and complicated fractures can be made up by fixing broken pieces of bone of the right size and shape into position with adhesive plaster prior to the application of the putty and before the actual moulding of the wound.

(ii) **Burns and Scalds.**

To represent superficial burns and scalds, apply carmine No. I grease paint to a slight swelling moulded in

(*Continued on page 79.*)

"Let Unions Give Technical Training"

Two More Productivity Reports

WHILE we cannot import America's "social climate," we can make the same sensible approach to work and output, according to members of the **steel construction** productivity team in their report. American management's aim is efficiency, they say, and thus payment of good dividends and wages. The American worker supports this point of view, and is backed by his trade union.

There is closer co-operation at factory level than is the case with British unions, and it is suggested that British unions should have technical staff available to train workshop representatives in production management methods, enabling them to make informed and realistic contributions to discussions at joint production committee meetings without in any way whittling down their bargaining power in negotiation. A little has already been done in this direction, say the team, but much more could be done and craft unions should give a lead.

American training schemes and welfare activities are no better than those in the average progressive British firms, according to the report of the productivity team on **iron and steel.** Safety consciousness, however, appears to be substantially better, and intensified efforts are required to improve the British position. Industrial relations seemed good at local level, but less stable than in the British industry where there has not been a major dispute for over 40 years. High productivity of both plant and labour in America is attributed to larger units of plant in larger works, better raw materials, faster driving of plant and use of high-grade fuel.

Unemployment Down

A DECREASE in the number of unemployed from 467,500 on May 12, to 440,100 on June 16, was reported by the Ministry of Labour last month. Workless in the textile industry were 6,000 fewer, notwithstanding an increase of 5,700 in jute.

The June figure represents 2.1 per cent of the estimated total number of employees. Highest percentage rates were north-western region, 4.9; Scotland, 3.2; Wales, 2.6; northern region and East and West Riding, 2.3. The Midland region still has the lowest rate —1 per cent.

Number of operatives working short time in manufacturing establishments in the week ending May 24 was 304,000 compared with 276,000 in March, but 1,159 000 were working an average of 7½ hours overtime.

Employment in the basic industries increased by 20,000 during May, mainly owing to seasonal increases in agriculture and fishing. Wage earners in colliery books increased by 1,800.

"Workers Murdered"

BECAUSE of lack of enforcement of the Factories Acts members of his union were being "murdered daily" according to A. Hardy, member of the national executive of the Foundry Workers Union, addressing the national tuberculosis conference of the Socialist Medical Association. He said that conditions in many foundries were deplorable, and quoted the case of a factory he had visited recently where there was silica dust on the girders deep enough to bury a pencil in.

Dr. A. Tyler, a Birmingham factory doctor, said that if a start was to be made with an industrial health service, every factory employing more than 500 people should have a full-time medical service.

Industrial Disputes

POLICE lined the road to the Ford plant at Dagenham when hundreds of men decided to go back to work during the unofficial strike last month. Ford workers were striking because 900 assembly men were stood off when a strike at Briggs Motor Bodies, Dagenham, cut off supplies to Ford's. The Brigg's men were claiming a wage increase of 9d. per hour.

Men were also on strike at the Stockport works of the Fairey Aviation Co. over the dismissal of the chairman of shop stewards, and nearly 1,000 men came out at Park Royal Vehicles Ltd., London, after a department making London transport buses had been stood off indefinitely owing to a wage dispute.

Report of the Court of Inquiry on the dispute between D. C. Thomson and Co. Ltd., and the National Society of Operative Printers and Assistants points out that while both the company and the union have acted within the law, the firm's policy of insisting that their employees should not be union members no longer seemed to protect either the firm or the employees. The union should consider the wisdom of action likely to disrupt the industry and bring inconvenience and hardship on the public and their own members. The report concludes that situations such as led to the appointment of the inquiry are to be deplored and should not be allowed to develop in any industry when resources of discussion and concession have not been fully utilised.

No Accidents for a Year

AT the annual general meeting of the Associated Portland Cement Manufacturers Ltd., the chairman said that the company's Barnstone Works had had no accidents during the year. They had also won the challenge trophy presented by the Cement Makers' Federation for the lowest accident rate of all cement works in the United Kingdom.

John Lewis Pay Cut

ABOUT 10,500 employees of the John Lewis Partnership, comprising some 60 stores in London and the provinces, will have a wage cut. Assistants earning £12 a week or less get a reduction of 1s. in the £; those with salaries up to £1,000, a 10 per cent reduction; between £1,000 and £2,000 a 15 per cent reduction. Reductions come into operation on October 1

GIFT FOR Ro.S.P.A. PRESIDENT

Mrs. D. R. Mann, longest-service worker in Bird's Eye Foods (Great Yarmouth) Ltd., presents Lord Llewellin with a cigarette box in bird's eye maple after he had opened an extension to the company's factory.

for the lower-paid workers and on August 1 for the others.

Over the past 23 years workers in the partnership have received an additional £2,750,000 from the company's profits. The present cuts are due to a drop of 20 per cent in sales over the past year.

Death-fall Damages Halved

A PAINTER who had been undergoing treatment for epilepsy for 10 years, but failed to disclose his disability when engaged, was killed by a fall from a platform 23 ft. above ground on which he was working. The defendants appealed against the judgment of Mr. Justice Donovan in awarding damages of £1,794 to the man's widow. They admitted, however, that there were no guard-rail or toe boards on the platform on which the man was working and that this constituted a breach of the Building (Safety, Health and Welfare) Regulations, 1948; but they claimed this had not caused or contributed to the man's death, which was due to a fit.

The Court of Appeal ruled that the breach was a contributory factor, although the man had failed in his duty to disclose his disability to his employers. Since both parties shared responsibility for the man's death, the court awarded that the amount of damages previously granted be reduced by half.

Money Matters Most

MAIN reason why workers change jobs is to get more money. So say the Wolverhampton Junior Chamber of Commerce in a recent report on labour turnover. But bad selection and placement, dislike of foremen and frustration are other important reasons. The Chamber suggest that while steps should be taken to reduce labour turnover by means of satisfactory pay and welfare policies, nothing should be done to impair the worker's freedom to choose his job and the employer's to choose whom he engages.

Apart from pay, general conditions of employment, welfare amenities and profit-sharing schemes have a big part to play in persuading workers to stay put.

Wage Rise Risks

"IF wage costs prevent the full realisation of the export programme, the resulting cuts in raw material imports—which would be inevitable—would risk unemployment or short-time working for some of our population," stated R. A. Butler, Chancellor of the Exchequer at Exeter last month. A rise of £1 a week for all workers would put up exports by about 1s. 2d. in the pound. In engineering alone, on whose exports we relied so greatly, a wage rise of 10 per cent would immediately add 4 per per cent to the cost of engineering products.

Mr. Butler said that if 10,000,000 workers had an average wage increase of £1 a week, the cost of living would go up by 2s. 4d. a head a week, or 9s. 4d. for a family of four. Between October, 1950, and May, 1952, wage rates rose by 16 per cent, estimated earnings by about the same amount, and prices by about 17 per cent. "This does not make a strong case for appreciable wage increases," commented the Chancellor.

Wages News of the Month

AGRICULTURAL WORKERS—Agricultural Wages Board have approved a wage increase of 5s. a week to men, with proportionate increases for women and juveniles. The union describes the proposals as "entirely inadequate." Any objection must be lodged with the wages board by August 2.

BUILDING WORKERS—The conference of the National Federation of Building Trade Operatives instructed its executive to press for a "substantial increase" in pay for its 1,250,000 affiliated members, and for two weeks' paid holiday starting next year.

CIVIL SERVANTS—Salary increases are recommended for professional accountants, other than those graded as directors, as follows: accountants, £600 to £800 a year; senior accountants, £810 to £1,100; chief accountants, £1,150 to £1,350; assistant directors £1,400 to £1,600; directors in the Admiralty, Ministry of Supply and Board of Trade, £2,000.

ELECTRICITY SUPPLY WORKERS—British Electricity Authority has rejected the claim for an extra 3d. per hour for 100,000 electricity supply workers and the dispute has been referred to the Industrial Disputes Tribunal.

FIREMEN—Conference of the Fire Brigades Union have passed a resolution calling for an increase of 20s. a week for firemen and 30s. for higher ranks.

JOURNALISTS—Members of the National Union of Journalists employed in London by the Newspaper Proprietors Association have rejected the offer from the proprietors of a weekly cost-of-living bonus of 1s. a point for every point above 120 in the retail index, and an increase of 12s. on weekly basic rates of all receiving not more than £800 a year.

RAILWAYMEN—Railway Executive has rejected the claim of the unions for an all-round wage increase of 10 per cent, and for enhanced payment for time worked between noon and midnight on Saturdays. The claim now has to be considered by the Railway Staff National Council, and if this fails to reach agreement, the dispute may then be referred to the Railway Staff National Tribunal or to an alternative body set up by the Ministry of Labour.

RAILWAY SHOPMEN—Claim for a substantial wage increase has been submitted on behalf of 120,000 railway shopmen to bring them in line with the other sections which asked for a 10 per cent wage increase. In view of the fact that the Railway Executive has rejected that demand it is unlikely that the shopmen's claim will be accepted.

SHOTFIRERS—Agreement has been reached between the National Coal Board and the National Association of Colliery Overmen, Deputies and Shotfirers regarding wages and status. In future they will rank as weekly salaried officials and be eligible for superannuation. Pay will vary from £14 to £16 10s. for deputies; overmen will be paid £1 10s. more and shotfirers £2 less.

TRANSPORT WORKERS—Claims by the unions for substantial wage increases for employees of private bus companies and of British Transport Commission and London Transport undertakings have been rejected by the employers.

PERSONAL COLUMN

Sir Luke Fawcett, O.B.E., has been appointed chairman of the Southern Regional Board for Industry.

B. Seebohm Rowntree, C.H., has been made the first British holder of an honorary fellowship of the British Institute of Management.

Howard Dearns, formerly education officer of Newton Chambers and Co. Ltd., has taken up a similar appointment with the Rootes organisation at Coventry.

Mr. L. Granville Taylor has been appointed training and education manager by T. Wall and Sons Ltd. Mr. Taylor, who lives at Stanmore Middlesex, will control training for management, and apprentice schemes within the the company. He was formerly in the Merchant Navy and entered industry as educational officer of Vickers-Armstrongs Ltd., Newcastle-upon-Tyne.

P. Alston, formerly head of the staff training department of Tootal Broadhurst Lee and Co., has taken over charge of the education department of the British Institute of Management.

THE MINISTER SAID . . .

Answers to Questions in the House

Foundries (Accidents)

Joint Standing Committee on Conditions in Iron Foundries, consisting of representatives of both sides of industry and the Factory Inspectorate, were constantly reviewing means of preventing accidents in foundries and had recently urged the setting up of more works safety committees. Both employers and unions had agreed to co-operate. Consideration was also being given to steps for stimulating the use of safety boots and other types of personal protective equipment to reduce accidents due to splashes of molten metal and other causes. (*Minister of Labour and National Service*, June 10, 1952.)

Technological Education

The Government considered the most important means of increasing productivity was to improve facilities for higher technological education. This could best be done by building up at least one institution of university rank devoted mainly to teaching technological subjects. The practical possibilities of doing this were now being explored. Details of improved financial assistance available for selected colleges and courses would be announced shortly. The Government did not, however, propose to establish a non-teaching, award-making body under the title of Royal College of Technology. (*Chancellor of the Exchequer*, June 11.)

Reynaud's Disease

Consideration was being given by the Industrial Diseases Sub-Committee of the Industrial Injuries Advisory Council to the question of scheduling Reynaud's Disease as an occupational disease within the terms of the Industrial Injuries Act, and a recommendation would be made in due course. (*Minister of National Insurance*, June 30.)

Industrial Rehabilitation

There were fourteen rehabilitation units administered by the Ministry of Labour. Over 30,000 people had attended them, and 1,373 were now undergoing courses. All Government training centres were open to disabled persons, and half the courses were provided wholly or mainly for them. (*Minister of Labour*, July 1.)

C.D. Industrial Panel

Proposals for defining the relationship between industrial civil defence units and the Civil Defence Corps were being considered by the Industrial Panel of the Civil Defence Joint Planning Staff which consisted of representatives of the British Employers' Confederation, Federation of British Industries, Association of British Chambers of Commerce, National Union of Manufacturers, Retail Distributive Trades Conference, Trades Union Congress and the Scottish Trades Union Congress. (*Home Secretary*, June 26.)

LETTERS TO THE EDITOR

Training Films

SIR,

I was most interested in Mr. E. Mitchell Greenwood's comprehensive article on the place of the film in industrial training. Your readers may be interested to know of the 16 mm. library operated by our associates, Sound-Services Ltd., of 269 Kingston Road, London, S.W.19. The library contains films on a wide variety of subjects, and in most cases there is no hire charge: the only cost to the borrower is the postage when returning the film. Sound-Services will gladly send their catalogue on request. They have operated this library, as well as marketing equipment and arranging projection facilities anywhere in the country, for many years, and would be pleased to advise any of your readers who may be contemplating using films for the first time.

As Mr. Greenwood points out, a number of films can only be obtained direct from the sponsor: the recently completed "Basic Principles of Lubrication" (Esso Petroleum Co.) which has been widely noticed, is a case in point. Should the sources of information, suggested by Mr. Greenwood, fail on any particular subject, I will gladly let enquirers know if we have produced a film on it, and how a copy can be obtained.

Yours, etc.,
IAN LATIMER,
Information Officer.
The Film Producers' Guild,
Upper St. Martin's Lane,
London, W.C.2.

SIR,

We have read the article "How Films Can Help in Industrial Training" in your June issue with interest.

Your readers may like to know that, with the aid of a grant from the Mutual Security Agency, the British Institute of Management has been making a survey of 1,400 industrial films. Screening and appraisal have been completed and a catalogue is now being prepared for publication. This should fill the gap mentioned by Mr. Greenwood.

Yours, etc.,
M. AVRIL COHEN,
British Institute of Management,
8 Hill Street,
London, W.1.

THEY ARE PROUD OF THEIR SAFETY RECORD

This exhibition at the Birmingham works is showing Austin Motor Co. employees and visitors how the company have reduced their accident frequency rate from 1.32 in 1950 (against the national average of 2.07) to 1.18 in 1951.

"This is the Tops!"

"What is? — the new bonus scheme, or these new table tops?"

"Both, the management certainly look after us one way or another."

"Well, this stuff brightens the old canteen up; best of it is, it doesn't seem to burn or scratch, and you know how careless some of these lads are!"

"Peggy says it makes their work much easier — just wipes it over — 'Looks as nice as ever', she says."

"Bet my missus would like some of this at home — wonder what it's called?"

"DECORPLAST—so the manager told Peggy —I think I'll enquire where I can get some."

"Good idea. Come on, there's the hooter—can't sit in the Ritz all day, you know!"

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Six Seasonable Menus

By WINEFRED YEOMANS

Catering Manager, Daily Mirror Newspapers, Ltd.

Three of the sweets. Top left, pearly fruit mould; right, individual lemon pie (halved to show depth of filling. In front, cream top lemon pie.

Here is a selection of late summer dishes which for several years have met with the approval of the author's diverse clientèle. She has to cater for many grades of employee—from reporters to foundrymen—in central London, and has found that these menus form an acceptable compromise between the requirements of "heavy" and "light" workers.

THE menus on this and the next page, and their components, are interchangeable, but in themselves represent the full use of the week's meat ration. The meat served on Monday has been carried forward from the previous week as routine practice. An attractive and varied Monday menu is found to draw customers who otherwise would "not bother."

Hocks, gammons and shoulders, saved up from the bacon allocation and cooked on Friday or over the week-end, make another good number for Monday's lunch and night dinner.

The number of items under each section of a menu is governed by the economics of the total meals served at a meal time. In some cases only *one item would be served per section for* 100 *meals*, but in most establishments a choice of two can be offered without incurring loss. Indeed, it is probably more economical to do so. In any case some salads would be available, as well as steamed fish or eggs for diet meals. Where added choice is given in these menus it is intended for those who cater in units of 100.

MENU No. 1

Soup: Cream of Tomato
Salads: Egg Mayonnaise
Diets: Poached Egg, Creamed Potatoes, Carrot Purée, Shredded Lettuce
Meat: Boiled Gammon, Pease Pudding
Entree: Veal and Ham Pie, Pickles
Vegetables: Boiled New Potatoes, Mixed Summer Vegetables
*Sweets: *Cream Top Lemon Pie*
Steamed Lemon Sponge
Figs in Thick Syrup
Custard
Fresh Fruit, Bread and rolls, brown and white, plain or buttered Biscuits and Cheese at all meals

MENU No. 2

Minestrone	4*d.*
Hors-d'œuvre Salad	1/6*d.*
Steamed and Fried Fillet Cod	1/-
Baked Turbot	1/6*d.*
Sauces: Parsley & Tomato	
Lyonnaise Potatoes	3*d.*
Chips	3*d.*
Runner Beans	3*d.*
Steamed Fresh Plum Pudding	4*d.*
Creamed Semolina	4*d.*
**Pearly Fruit Mould Custard "Cream"*	4*d.*

An odd sixth menu is supplied because when eggs are on allocation they would probably be served instead of fish or in competition with a meat meal. When the precious offal arrives it can be served with bacon or sausage to make a most welcome meal and help the caterer to square up with the meat ration against one of those days when its yield is not so good, or when, on account of cost, it does not go round with any to spare. One other excellent meal is a slow roast of boned hindquarter of veal, stuffed and served with a sliver of gammon (2s. 2d. to 2s. 4d. per lb.).

Turbot (menu No. 2), comprising a 7, 10 or 14 lb. whole fish at 1s. 1½d. to 1s. 3½d. per st., is a treat but not a luxury. Its large, heavy heads, when steamed, yield a quantity of good meat. Made up into tasty turbot fish cakes they can serve as a cheaper meal or snack.

MENU No. 3

Scotch Broth	3*d.*
Mixed Meats Salad	1/9*d.*
Cheese Salad	1/4*d.*
Diets: Poached Fillet, Creamed Carrots and Potatoes	1/6*d.*
Roast Lamb, Yorkshire or Steamed Suet Duff, Mint Sauce	1/6*d.*
Roast & Boiled Potatoes	3*d.*
Young Cabbage	2*d.*
Green Peas	2*d.*
Old-Fashioned Apple Pie	4*d.*
Rice Pudding	4*d.*
Custard	1*d.*

Starred Sweet Dishes

Cream Top Lemon Pie.

Make a short paste with 4 to 4½ lb. shortening and 10 lb. flour sifted with ½ oz. salt, ¼ lb. sugar. Pin out to ¼ in. thickness. Bake "blind" in flan cases, sandwich tins, card cases or deep pie plates.

While still warm remove "blind" filling or greaseproof and crusts, brush with warmed lemon curd and fill with a nice confectioner's custard into which has been beaten 3 lb.

good lemon curd. Recipe given makes enough for 100 portions.

Pipe over with a cap of whipped "cream," not over-sweet.

Confectioner's Custard.

As the competent confectioner knows, this has many uses and as it

MENU No. 4

Iced Tomato Juice, Beef Broth	3d.
Fresh Cold Pork, English Salad	1/9d.
Diets: Steamed Haddock Cutlet, Cauliflower	1/4d.
Cold Pork, Apple Sauce or Pickles, Stuffing	1/6d.
Indian Curry with Egg and Rice	1/3d.

Devonshire Summer Pudding
or Hot Apple Strudel
Creamy Sago Pudding
Fresh Fruit *Fruit Jelly*
Biscuits & Cheese

can be incorporated into several items served on the same day sufficient should be made at one time for all needs.

Recipe: 1 lb. butter or margarine, or white fat and margarine; 1 lb. sifted cornflour and white flour; ¼ lb. processed egg, fully reconstituted; ½ to ¾ lb. castor sugar (unless sweetened condensed milk is used); 4 to 5 pts. milk and water (dependent upon moisture content of fats and flour); 2 teaspoons vanilla and 1 teaspoon lemon essence.

Method: Make a white roux. Remove from heat; beat in sugar and liquids. Beat up well and return to heat, beating to free smoothness. Reduce heat at the first sign of bubble, add the essence and cook thoroughly without boiling. Cool quickly. Whip up when required.

This custard makes a nice filling for puff slices, and a good basis for the fresh berries or sliced fruit in open tarts of the Belgian type.

MENU No. 5

Veal Broth with Noodles	3d.
Salmon Mayonnaise	1/6d.
Fruitarian Salad	1/4d.
Grilled & Steamed Plaice	1/6d.
Baked Cod Cutlet	1/-
Parsley Butter	
Veal & Ham Croquettes	(2)
Onion & Tomato	1/-
Devonshire Pork Pie Hot or Cold	1/-
Boiled Minted Potatoes	3d.
Sauté Potatoes	3d.
Braised Vegetable Marrow	3d.
Tomato Spaghetti	4d.
With Cheese	8d.
Mixed Fruit Charlotte	4d.
Macaroni Milk Pudding	4d.
Bread & Butter Pudding	4d.
Home-made style Bread Pudding	3d.
Fruit Salad	4d.

Fresh Fruits, Salted Nuts, Custard
Biscuits & Cheese
(This always features cheeses off the ration or home-made Cottage Cheese, Gervaise).

MENU No. 6

Soup Julienne
Milk Poached Plaice or Turbot
Egg Mayonnaise
Portion Green Salad
Fresh Fried Egg, Sausage
or Bacon
or
Liver & Bacon
or
Sliced Seasoned Heart, Welsh
Duck Style
Spanish Sauce
Chips or Sauté Potatoes
Boiled Potatoes
Broiled Tomatoes
Green Peas
** Fruit Delight*
Baked Rice Pudding
Pear Condé

Fruit Delight.

Strips of baked choux paste; flan cases, plate pie or sandwich tin lined with flaky, biscuit or sweet yeast paste, baked "blind," are filled with confectioner's custard. Fruit is arranged on the custard bed so that portioning is fair, and set up with piped "cream."

Pearly Fruit Mould.

Whisk 4 or 5 pt. of cold confectioner's custard with a similar quantity of fruit jelly (containing fruit juices), just near setting point. This combination gives that pearly, slightly honeycomb texture which is a pleasant change and carries extra nutriment. When whisked up well, fold into it a little fruit cut small: any firm fruit will do. Mould and chill.

That Professional Touch.

Staff in charge of sweet service should be supplied with and know how to handle a piping bag and tube. The new waterproof type is best, fitted with a fifteen-rose pipe or a medium potato tube (without screw thread). A broad rubber band, twisted round the top of the filled bag prevents that messy and wasteful upward oozing of the contents providing the operator controls the bag with her hand muscles and exerts a downward-forward pressure with thumb and forefinger . . . A firm, light touch is necessary to give that eye-appealing finish to a dessert that also safeguards portion control.

"Stodge" Demand Falls

Note on meals for heavy workers: There is a noticeable trend among these men to select more vegetables and pulses, less "stodge," more salads and fruit and fruit puddings; while demands for extra milk to drink, ice-creams and milk puddings tend to increase. They are fussy about their meat and many enjoy a good soup.

They Said . . .

QUOTATIONS OF THE MONTH

J. B. Figgins, general secretary, National Union of Railwaymen, at the miners' conference last month: The trade union organisation could not possibly agree to any wage freeze policy. Mr. Butler had tried to get the T.U.C. General Council to agree with the Government's wage policy. This was unavailing. The general council appreciated that it would be impossible to agree to it when wage and salary rates were dragging behind the increase in the cost of living.

Professor S. Zuckerman, addressing members of the British Jewellers' Association: While in the United States one in four people went to a university, the proportion in Britain was one in thirty-three. We must break the vicious circle in which we found ourselves faced with a demand for highly trained personnel which could not be met because the universities had not the capacity to turn them out. If industry did not acquire more technological manpower it would not be able to make the best of its resources.

Arthur Horner, general secretary, National Union of Mineworkers, warned delegates to the union's conference that the country's economy would be seriously endangered unless there were additional supplies of coal. Coal would have to be got by British workers, and well-paid British workers. It would be a mistake for the National Coal Board and the Government to adopt an attitude of complacency because there happened to be more men in the pits at present.

New Industrial Equipment

EXECUTIVES' SURVEY OF AIDS TO INCREASED PRODUCTION

Readers who wish to have more particulars of any of the products referred to in this section are asked to write to the Editor, quoting the reference number which appears at the end of the paragraph.
We are always glad to consider for publication descriptions—preferably accompanied by an illustration suitable for reproduction—of new products.

HEALTH

Ophthalmic Magnet

A NEW type of ophthalmic magnet has been developed for removing ferro-magnetic particles from the eye. It has been designed to a surgeon's specification on a special magnetic force/weight ratio.

The weight of the magnet must be less than 15 lb., so that it can be conveniently held in the hand, and the power consumption must be not more than about 2 kw to enable a domestic

size power point to accommodate the load of the magnet and the associated rectifying equipment.

In spite of these limits, and with certain other necessary restrictions imposed by the nature of usage, the magnet optimises the force on a small iron particle 25 mm. from the pole tip so successfully that its performance is said to be superior to that of any giant magnet known, irrespective of size and power rating. **(PM/518.)**

First Aid Cabinet

THE Handyplast surgery cabinet contains elastic adhesive dressing strips in three different widths, 1½ in., 2½ in. and 3 in.—2 yards of each width. the dressings are enclosed and are dispensed through convenient slots in an inner flap. A pair of scissors is provided with the cabinet. Refills are available. Convenient for use in the factory first-aid room. **(PM/519.)**

Rocking Stretcher

DR. F. C. EVE (*vide The Lancet*) has found that persons suffering from electric shock, drowning, poisoning from anæsthetics, gases, narcotics, etc., may be revived by the rocking method. He revived and cured by means of two days' rocking in a rocking chair a baby—apparently dying—suffering from paralysis of the diaphragm after diphtheria.

This rocking stretcher has been produced to enable this resuscitation method to be readily operable, as delay may prove fatal. No skill and very little physical effort are required to operate the stretcher, and further advantages are: that ribs cannot be fractured through careless manipulation, resuscitation can be applied in spite of existing fractures, and the patient can easily be kept warm.

The stretcher can be packed flat when not in use, as the connecting strut is hinged. The stand can be supplied without the stretcher if required.

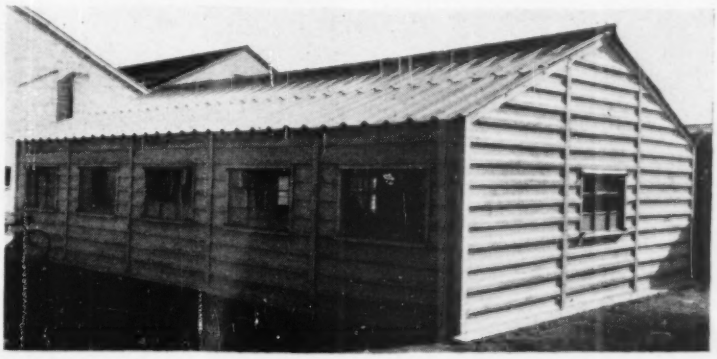
(PM/520.)

BUILDING & MAINTENANCE

Welfare Building

IN smaller firms, staff welfare often suffers through lack of a suitable building, especially as restrictions have prevented so much building since the war.

Managements of such firms will no doubt be interested, therefore, in this new unit-construction building, which is especially suitable for canteens,

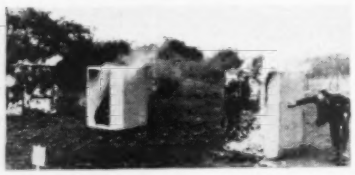


sports rooms, etc. It is also being used for drawing offices, workshops and industrial purposes generally. The building is in precast concrete, the main sections consisting of rebated panels which fit over one another to form a flat inside wall. In turn these panels fit into upright stanchions, which also support the asbestos-covered steel roof trusses. No cementing is necessary in putting up the walls and the building is claimed to be weatherproof, fireproof and virtually indestructible.

Three standard widths of building are available—16, 24 and 32 ft. Lengths can be varied to suit individual requirements from 32 ft. upwards in multiples of 8 ft. **(PM/521.)**

Fire-resisting Coat

A NEW fire retardant coating called Albi-"R" is intended for use on combustible surfaces such as wood, plywood, insulation board, hardboard, corrugated cardboard, acoustical tiles,



and non-combustible surfaces like plaster, plasterboard and non-protected metals.

When exposed to flame or heat exceeding 300° F. (149° C.), the coating swells to form a thick insulating mat preventing the spread of fire beyond its point of origin and considerably retarding penetration of heat through the coated surface.

Claimed to be effective for a period of twelve years under normal conditions, Albi-"R" is supplied in powder form to be mixed with water, and can be applied by spray or brush. Intended for interior use only, the coating dries with a flat, hard white, non-chalky finish. For normal surfaces 1 gall. of Albi-"R" gives protective coverage to 30 sq. yards. In factories where excessive humidity may cause running condensation, the coating should be used as an undercoat.

The photograph shows a field test carried out at Boots Pure Drug Co. Ltd., Nottingham. Box No. 1 (left) was untreated; Box No. 2 treated with Albi-"R"; Box No. 3 decorated in the normal Boots painting scheme, with one coat of Albi-"R" on one inside panel. **(PM/522.)**

Plastic Emulsion Paint

THE paint industry has long used the technique of emulsifying oil and water to give a base for oil-bound water paints. Recently there has been a development in this technique to include emulsions with oil varnishes and with both natural and synthetic resins, and the new type emulsion paints represent an important advance and improvement on the traditional water paints. Here now is a plastic emulsion paint, competing in durability and washability with flat oil paint.

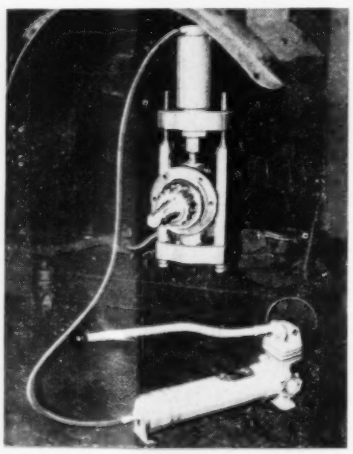
It is claimed for this new product that it:

Dries hard and can be scrubbed;
Is stable and non-oxidising;
Is porous to water vapour;
Can be applied on bituminous or creosoted surfaces;
Has no after-painting smell;
Can be sprayed or brushed on. Brush marks will flow out.
Requires only one to two hours between coats.
Is exceptionally hard-wearing.

(PM/523.)

King Pin Remover

HERE is a hydraulic king pin removing tool designed to fit the axles of the majority of standard vehicles in use today. The equipment consists of a hydraulic pump connected by 7 ft. 0 in. of high pressure flexible hose to a single acting spring-return hydraulic ram unit to which is fitted the press frame itself. The cross members of this press frame are fabricated from 2 in. steel plate. The

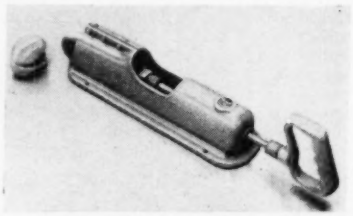


tie-rods are of hexagon section, making for easier grip for adjustment. The upper yoke of the press frame is threaded to accommodate the ram unit and also the tie-rods, on which a substantial thread gives wide adjustment of working depth. The lower yoke is drilled and the tie-rods passing through it are secured by nuts at the bottom. The hole in the centre of the lower yoke is 2 in. dia. and allows the king pin (or other fitment) to pass through in the course of extraction. For refitting, a spigoted plate is provided which rests in the large hole and upon which the pin rests for lining up.

During refitting, the ram remains stationary on top of the stub-axle while the cylinder, moving backwards, draws the press frame upwards, taking with it the king pin, which is smoothly reseated into the bush. A force of 12 tons—sufficient to dislodge all but the most stubborn pins—is exerted by the ram when the hydraulic pressure reaches 5,500 lb. sq. in. **(PM/524.)**

CANTEEN

Roll Slicer



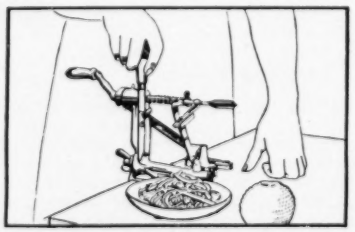
OVER 900 rolls an hour can be cut with this bread roll-cutting machine, which is hand-operated. The roll is dropped into the hopper and, by means of a plunger, is pushed past a removable hinged blade, which cuts but does not completely sever it, and leaves it ready for buttering, etc.

The device is claimed to be hygienic in every way, as all parts that come in contact with the roll are either suitably processed or of plastics material. It is supplied in mottled grey vitreous enamelled finish or cream stove enamel. **(PM/525.)**

Apple Peeler

CANTEEN managements will look with interest at this apple peeler, which fixes on the table edge but will tilt over so that peelings drop straight into a bucket on the floor. The apple is fixed on the spike, and the spring-operated cutter will remove a thin layer of skin in a matter of seconds. The cutter is adjustable for thickness.

The device saves waste resulting from careless peeling, and time in preparation. **(PM/526.)**

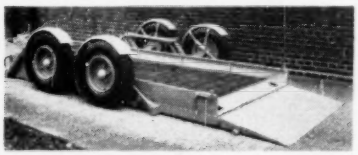


HANDLING, ETC.

Low Loader

THIS low-loading transporter is designed to receive loads at ground level without the necessity for ramps, slings and other loading systems. The steel platform stiffeners rest on the ground for loading purposes, the floor of the platform thus being only 3¾ in. from ground-level. The reinforced, hinged tail board is lowered to form a ramp. Wheeled loads can thus be driven or hauled directly on to the transporter, and do not have to be lifted.

For travelling, the tail board is raised, and the hydraulic pump is operated, raising the platform to give a ground clearance of 13¾ in. Automatic locking devices remove the

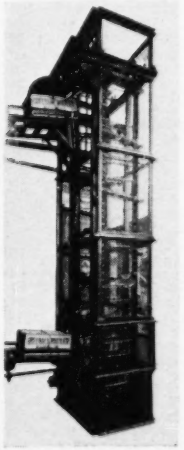


weight of the load from the hydraulic system when the platform is raised, and the tow-coupling ensures smooth and safe towing. Lowering of the platform is controlled by the hydraulic retracting wheel suspension, which also makes for smooth running free from sway. Over-run braking is operated from spring-type tow coupling.

The transporter is manufactured in three standard types, the flat platform type with two or four wheels, according to capacity, and a cable-drum transporter. **(PM/527.)**

Twin Lift

AN entirely new machine has been designed to elevate cases, cartons, crates, bales, barrels, etc., from floor to floor. It occupies only half the floor space required by a swing tray elevator and, operating between gravity roller conveyors, it will elevate approximately 720 articles per hour with automatic feed and discharge. It has a low feed height, a pit being unnecessary, and it can serve any number of floors with intermediate discharge. Feeding and discharging are smooth, and the provision of automatic cut-outs at both ends eliminates the danger of jamming. The device can be supplied to discharge on the same side as the feed or on the opposite side. **(PM/528.)**



The Twin Lift will automatically lift, feed and discharge 720 articles an hour.

Carton Sealer

HERE is a simple tool for setting up and sealing cartons with fairly firm and rigid contents. The carton is first bottom-sealed by placing it over a forming block, to the top of which has been fixed a special steel clinching

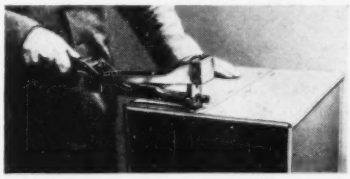


plate. The flaps of the carton are folded together and the staples inserted by manipulating the tool with a simple hammer action. For top-sealing, a pair of clinching plates are required—they are supplied according to the type and size of carton.

The plates are inserted inside the inner flaps, the outer flaps are closed, and the carton is sealed by hammering the staples through both flaps so that they are clinched by the plates beneath. The clinching plates are then withdrawn. The same manufacturers make a press tool for sealing cartons with fragile contents. **(PM/529.)**

Inside Information

EVERY time a storekeeper dips into his tanks, barrels or drums, to see how much of the contents remains, he may well curse this dirty, old-fashioned method. With a gauge now on the market it is possible to know at sight the exact level of the contents. This

gauge can be fitted in a moment, and removed easily; is light (the barrel size weighs only 5 oz.) and claimed to be rust and corrosion proof; has no moving parts; and protects the user against running out of stock—when the gauge shows "empty" there is still a reserve to last until the new barrel arrives.

The photograph above shows the Junior size. This is about 18 in. long and fits direct over ¾ in. B.S.P. barrel or tank taps. It is only necessary to drill the thread to provide a flued connection. The Senior gauge has a leak-proof valve on the collar to enable the gauge to be shut off while the barrel is being handled. Larger sizes can be supplied for attachment to industrial and agricultural tanks up to 12 ft. high. **(PM/530.)**

SAFETY

Laboratory Glove

DESIGNED specifically for laboratory workers handling corrosive chemicals, test equipment or pilot scale plant, these new gloves afford the flexibility and sensitivity of touch essential for such work. They are said to be exceptionally hard-wearing, and are coloured red to maintain a sense of caution in the wearer. Each glove is pressure-tested before dispatch. **(PM/531.)**

Summary of Official Publications

READERS' GUIDE TO ACTS, STATUTORY ORDERS, NEW RULINGS AND AWARDS CONCERNING INDUSTRY AND PERSONNEL

STATUTORY INSTRUMENTS

No. 1060. The Jute Wages Council (Great Britain) Wages Regulation (Amendment) Order, 1952. Dated May 27, 1952, made by Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(b). *H.M.S.O.* 4*d.* (Amends Order J.(86) by increasing statutory minimum remuneration payable. Operative from June 13, 1952.)

No. 1113. The Coffin Furniture and Cerement-Making Wages Council (Great Britain) Wages Regulation (Holidays) Order, 1952. Dated June 5, 1952, made by the Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(c). *H.M.S.O.* 4*d.* (Revokes Order U.(46) and Order U.(52) and fixes new holidays and holiday remuneration payable. Operative from June 23, 1952.)

No. 1161. The Hollow-ware Wages Council (Great Britain) Wages Regulation (Holidays) Order, 1952. Dated June 16, 1952, made by Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(c). *H.M.S.O.* 6*d.* (Revokes Order H.(48) and Order H.(52) and fixes new holidays and holiday remuneration payable. Operative from July 2, 1952.)

No. 1207. The National Insurance (Claims and Payments) (Amendment) Regulations, 1952. Dated June 23, 1952, made by Minister of National Insurance under Sections 20(2)(b), 28 and 46, National Insurance Act, 1946(a). *H.M.S.O.* 6*d.* (Amend the 1948 Regulations by varying certain of the existing time limits relating to claiming of benefit, disqualifications for late claims, etc. Operative July 1, 1952.)

No. 1208. The National Insurance (Industrial Injuries) (Claims and Payments) Amendment Regulations, 1952. Dated June 23, 1952, made by Minister of National Insurance under Sections 25, 27, 32(2), 56(1) and 86, National Insurance (Industrial Injuries) Act, 1946(a). *H.M.S.O.* 6*d.* (Amend the 1948 Regulations by varying certain of the time limits for claiming benefit, and provisions relating to forfeiture for late claims, etc. Operative from July 1, 1952.)

No. 1250. The National Insurance (Industrial Injuries) (Increase in Benefit and Miscellaneous Provisions) Regulations, 1952. Dated June 26, 1952, made by Industrial Injuries Joint Authority under Sections 12(6), 14(5), 18(1), 19(4), 30(1) and 79(2), and para. 1. (2) (b), Fourth Schedule, National Insurance (Industrial Injuries) Act, 1946(a), and by the Minister of National Insurance under Sections 27(2) and 56(2) of that Act, and Section 9, Family Allowances and National Insurance Act, 1952(b). *H.M.S.O.* 4*d.* (Increase rates of benefit for industrial injuries. Operative from July 3, 1952.)

No. 1251. The National Insurance (Increase of Benefit and Miscellaneous Provisions) Provisional Regulations, 1952. Dated June 27, 1952, made by Minister of National Insurance and National Insurance Joint Authority under Sub-Section (4), Section 77, National Insurance Act, 1946(a), Section 9, Family Allowances and National Insurance Act, 1952(b), and Sections 17(c), 29, 69 and 71, National Insurance Act, 1946. *H.M.S.O.* 6*d.* (Increase rates of benefit payable, and alter requirements concerning weekly earnings of women having care of a child, etc. Operative from July 3, 1952.)

No. 1252. The National Insurance (Increase of Benefit and Miscellaneous Provisions) (Transitional) Regulations, 1952. Dated June 27, 1952, made by Minister of National Insurance under Section 65, National Insurance Act, 1946(a), and Section 7, Family Allowances Act, 1952(b). *H.M.S.O.* 6*d.* (Increase rates of benefit payable under the transitional regulations operative from July 3, 1952.)

Draft. The Pneumoconiosis and Byssinosis Benefit (Amendment) Scheme, 1952. Dated . . . . made by Minister of National Insurance under the Pneumoconiosis and Byssinosis Benefit Act, 1951(a). *H.M.S.O.* 2*d.* (Increases rate of wife's allowance to conform with increased industrial injuries benefit under the 1951 Act.)

Draft. The Factories (Cotton Shuttles) Special Regulations, 1952. Dated . . . . made by Minister of Labour and National Service under Section 50, Factories Act, 1937(a), Section 8, Factories Act, 1948(b), and Transfer of Functions (Factories, etc., Act), Order, 1946(c). *H.M.S.O.* 2*d.* (Prohibits, after 2½ years, any cotton cloth factory putting into use mouth-suction shuttles, and prohibits their use altogether after 6 years. The Chief Inspector may grant exemptions on grounds of impracticability.)

GENERAL

Choice of Careers. The Company Secretary; The Glazier; The House Painter and Decorator; The Civil Service—Executive and Clerical Officers; The Civil Service—Openings for Juniors. Issued by Central Youth Employment Executive. *H.M.S.O.* 6*d.*, 9*d.*, 1s. and 1s. 3*d.* each.

Mule Spinners' Cancer. Second interim report of the Joint Advisory Committee of the Cotton Industry. Issued by Ministry of Labour and National Service. July, 1952. *H.M.S.O.* 6*d.*

Safety in Mines Research. 29th Annual Report, 1950. Issued by Ministry of Fuel and Power, June, 1952. *H.M.S.O.* 2s.

Alkali, etc., Works. 88th Annual Report by the Chief Inspectors. Proceedings during the year 1951. Issued by Ministry of Housing and Local Government, June, 1952. *H.M.S.O.* 2s.

Civil Defence. Rescue Manual. Issued by Home Office, June, 1952. *H.M.S.O.* 6s. 6*d.* (Standard textbook for all aspects of the technical side of rescue work.)

Civil Defence. Manual of Basic Training. Vol. 1. Pamphlet No. 3. Wardens Section. Amendment No. 2. Issued by Home Office, June, 1952. *H.M.S.O.* 2*d.*

The Lighting of Office Buildings. Post-War Building Studies No. 30. Issued by the Ministry of Works, June, 1952. *H.M.S.O.* 3s. 6*d.* (Report by the Lighting Committee of the Building Research Board, Department of Scientific and Industrial Research.)

INDUSTRIAL COURT AWARDS

No. 2383. Distributive Trades. Reference: Claim for specified terms and conditions of employment for female shop assistants at establishments in Glasgow and Balfron. Award: Wage rates: Assistants from 34s. a week at 15 to 82s. at 24 in Area 1, and from 32s. a week at 15 to 78s. at 24 in Area 2; chargehands, 82s. a week in Area 1, 78s. in Area 2, plus extra for number of staff under control—1 or none, 10s., two, 15s., three or more, 20s. Rates apply to a working week of 46 hours, with payment for overtime and holidays. (28/5/52.)

No. 2384. Road Passenger Transport Undertakings. Reference: That wages and conditions of employment of drivers and conductors employed by specified undertakings were not in accordance with Section 93(1), Road Traffic Act, 1930, as amended by Section 32(1), Road and Rail Traffic Act, 1933. Award: In favour of workmen. (13/6/52.)

No. 2385. Film Production. Reference: Breach of Studio Standard Agreement by Exclusive Films Ltd. when they failed to give preference to members of the Film Artistes' Association in engaging people for a crowd scene. Award: Claim not established. (12/6/52.)

No. 2386. Morton Air Services Ltd. Reference: That terms and conditions of employment did not comply with requirements of Section 15(1), Civil Aviation Act, 1949. Award: That in respect of aircraft maintenance, engineers, mechanics, storekeepers and labourers the company shall observe terms and conditions agreed by the National Joint Council for Civil Air Transport. (18/6/52.)

No. 2387. Iron and Steel and Non-Ferrous Scrap Industry. Reference: Claim for two weeks' holiday with pay. Award: For an extra three days' paid holiday in 1952, and two weeks in 1953 and subsequent years. (13/6/52.)

No. 2388. Government Industrial Establishments. Reference: Claim for wage increase of 10s. 1d. a week to women canteen workers of 18 and over, and 11s. increase for adult men. Award: The Court referred the matter back for negotiation between the parties concerned. (16/6/52.)

No. 2389. Railway Shopmen. Reference: That Grade 2 brake fitters at certain depots should be regarded as Grade 1 brake fitters. Award: In favour of workmen. (17/6/52.)

No. 2390. Air Trade Ltd. Reference: That terms and conditions of employment did not conform with requirements of Section 15(1), Civil Aviation Act, 1949. Award: The Court found that since April, 1952, the requirements of the Civil Aviation Act did not apply to the firm in question, and therefore found the claim not established. (17/6/52.)

No. 2391. Government Industrial Establishments. Reference: That basic rates of non-industrial grades employed in Admiralty non-dockyard establishments in Northern Ireland be increased by 11s. for a week of 44 hours. Award: Claim not established. (19/6/52.)

No. 2392. Iron and Steel Trades. Reference: That present consolidated minimum rate of 96s. paid to fully-skilled craftsmen for a normal week of 44 hours be increased to 116s. Award: Claim not established. (20/6/52.)

No. 2393. Messrs. William Gray and Sons, Motor-Car and Bus Proprietors, Tonteg, Nr. Pontypridd, Glamorgan. Reference: That wages and conditions of employment of bus drivers and conductors employed by the company were not in accordance with Section 93, Road Traffic Act, 1930, as amended by Section 32(1), Road and Rail Traffic Act, 1933. Award: In favour of workmen. (25/6/52.)

INDUSTRIAL DISPUTES TRIBUNAL AWARDS

No. 163. Rates of Wages of Certain Workers Employed by the Tees Conservancy Commission. Claim: Increase in minimum hourly rate of river workers of not less than that granted to graving dock workers. Award: Increase of 7s. 6d. a week to various grades of workers concerned. (20/5/52.)

No. 164. Annual Holidays in the Wool Textile Industry: Claim: For extension of existing annual holiday to two weeks, and increase in holiday credits from 4 to 6¼ per cent of gross earnings. Award: Two weeks' annual holiday, and increase in credits to 6 per cent of gross earnings. (26/5/52.)

No. 165. Annual Holidays in the Woolcombing Industry. Claim: For extension of existing annual holiday to two weeks. Award: Two weeks' annual holiday, and increase in holiday credits to 6 per cent of gross earnings. (26/5/52.)

No. 166. Rates of Wages and Conditions of Employment of Certain Workers Employed in the Scottish Granite Industry. Claim: For minimum wage of 3s. 9d. per hour, extension of paid summer holiday to 13 days, and for overtime to be computed on daily basis. Award: Wage increase of 3d. per hour, and award in favour of claims for holidays and overtime pay. (26/5/52.)

No. 167. Rates of Wages and Holidays of

Certain Drawing Office Staff Employed by an Electrical Engineering Company in London. Claim: For observance by the company of agreement of December, 1951, between Engineering and Allied Employers' National Federation, and the Association of Engineering and Shipbuilding Draughtsmen. Award: Claim not established. (30/5/52.)

No. 168. Provisions of Uniforms and Greatcoats to Certain Workers Employed by the Sheffield Regional Hospital Board. Claim: For provision of uniforms and coats to porters and drivers. Award: That workers employed prior to July, 1948, were entitled to uniforms and coats as they were prior to that date. (30/6/52.)

No. 169. Basic Rates of Pay and Annual Holidays of Workers Employed in the Discharge of Fish from Vessels at Grimsby. Claim: For increase in daily rate of pay, and extension of annual holiday with pay to two weeks. Award: Increase of 1s. 6d. in basic day rates and two weeks annual holiday. (30/6/52.)

No. 170. Rates of Wages of Certain Workers Employed by the Kent County Council. Claim: That N.A.T. Award, 1651, giving an increase of 8d. per hour, be implemented in respect of certain workers. Award: In favour of workmen. (6/6/52.)

No. 171. Remuneration of Two Workers Employed at a Mental Hospital in Hampshire. Claim: Dispute over rates of pay of two workers employed on the sewage farm, road maintenance, hedging, etc. Award: Increase in wage rates of 2d. per hour. (10/6/52.)

No. 172. Payment Applicable to Certain Workers in the Film Producing Industry when Employed on Night Work on a Friday Night. Claim: That workers required to work on Friday night do so under conditions not less favourable than when required to work other nights. Award: Claim not established. (10/6/52.)

No. 173. Remuneration of Certain Workers Employed by a Film Producing Company. Claim: That workers be paid in accordance with terms of Clause 4(b), of agrement between Association of Specialised Film Producers, and the Association of Cinematograph and Allied Technicians. Award: The Tribunal found there was no dispute concerning the right of the workers to be paid under this agreement, but the question at issue was the interpretation of the words "B.F.P.A. Agreement." The Tribunal decided that the agreement referred to was that between the British Film Producers' Association and the Association of Cinematograph and Allied Technicians dated March 8, 1943. (13/6/52.)

No. 174. Remuneration of Certain Workers Employed by a Film Producing Company. (As Award No. 173 above.)

No. 175. Terms and Conditions of Employment of a Worker Employed by the Lindsey County Council: Claim: That Council should recognise specified terms and conditions of employment. Award: The Tribunal awarded that the Council observe the terms and conditions established by the East Midlands Provincial Council of the National Joint Council for Local Authorities' Services (Manual Workers) on July 17, 1951. (16/6/52.)

No. 176. Rates of Wages of Workers Employed in the Rubber Manufacturing Industry. Claim: For substantial increase in wages of all rubber workers. Award: Wage increase of 2d. per hour to men, 1½d. to women, with corresponding increases for juveniles. (16/6/52.)

No. 177. Application of a Specified Apprenticeship Scheme to Workers Employed by a Firm of Painters and Decorators at Stirling. Claim: That employers should observe recognised terms and conditions as provided in the Scheme to regulate the Working Conditions, Wages, Recruitment and Training of Apprentices in the Building Industry in Scotland. Award: In favour of workmen. (18/6/52.)

No. 178. Application of a Specified Apprenticeship Scheme to Workers Employed by a Painter and Decorator at Falkirk. (As for Award No. 177 above.)

No. 179. Application of a Specified Apprenticeship Scheme to Workers Employed by a Painter and Decorator at Falkirk. (As for Award No. 177 above.)

No. 180. Claim that Sunday should be Recognised as a Rest Day for School Caretakers in the West Midlands Area. Claim: For observance of Sunday as a rest day. Award: The Tribunal found against the claim as stated, but awarded that caretakers should be paid in respect of time spent stoking boilers on Sundays. (20/6/52.)

HOW TO FAKE CASUALTIES

Continued from p. 68

putty, and then dust it lightly with a blending powder. Blisters can be formed with collodion, plastic skin, cellophane or even with melted candle wax. More serious and extensive burns require a larger area of fiercely reddened and swollen tissue. The reddening can be obtained with carmine No. III grease paint, and the edges of the putty should be curled back and blackened with powdered charcoal and black liner (No. 42) to represent charred tissue. Small drops of liquid paraffin should be dropped on to the centre of the burn.

(iii) **Abdominal Wounds.**

To represent the protrusion of intestines through an abdominal injury, sausage skins stuffed with darkened cotton wool, and afterwards coated with a thin film of castor oil can be used.

(iv) **Shock.**

It is essential to make up the casualty to show the degree of shock sustained. Face, ears and neck should first be covered with a thin coating of cold cream and then white grease paint (or flesh No. 1½) applied and smoothed in. A blue liner (No. 326) should be applied on the lips, on the lobes of the ears and beneath the eyes and blended gradually into the surrounding make up. The shine of the grease paint on the face can then be toned down by lightly powdering. Beads of perspiration can be simulated by spraying the casualty's forehead with water or castor oil from a scent spray.

The following is an abbreviated list of some of the materials required:

GREASE PAINTS.

Sticks.	
Red carmine Nos. I, II, III and IV	For simulating blood and colouring flesh tissue
Cream No. 5, Pink Nos. 1, 1½ and 3, White No. 20	For colouring skin
Liners.	
Medium blue No. 326	For blueness to lips, ears and eyes and for bruising.
Lake No. 25	For bruises.
Black No. 42	For charred flesh
Removing cream	For removing grease paint.

OTHER MATERIALS

Cream face powder, Blending powder, Powder puff	For removing shine from make-up
Cold cream	For application to skin before grease paint is applied
Vaseline	For thinning edges of putty and for making flesh tissue by mixing with carmine grease paints

In staging an incident, try and choose as your "casualties" persons with some acting ability so that they can add to the realism by playing the part. They should also be aware of the treatment to be applied so that they can react appropriately if the wrong treatment is given. Casualties should, of course, be provided with old clothing, which can be torn and stained as necessary, and covered with a thin coating of dust or fine ashes. The atmosphere and surroundings, too, are important adjuncts to casualty faking. Suitable "props" should be provided and no detail of staging overlooked.

In this article it has only been possible to give a brief survey of casualty faking, and readers will no doubt wish to try out materials other than those mentioned. Putty, for instance, has certain disadvantages: for one thing, it has to be modelled each time it is used. More permanent "injuries" can be made from rubber, papier maché, etc.

The Middlesex County Council does not accept responsibility for any statement of fact or expression of opinion in this article.

News In Brief

Equal pay has been granted by London County Council to 2,250 women on their staff. The grades affected are clerical, estate officers, telephonists and supervisors in remand homes.

* * *

Index of wage rates, which had been stationary at 128 from February to April, rose one point in May. (*Ministry of Labour Gazette*, June.)

* * *

The Ford Motor Co., have started a school for salesmen, and dealers throughout the country are enrolling in large numbers.

* * *

Eight long-service employees of Accles and Pollock Ltd., have gone on a holiday to Davos, Switzerland. They were chosen by the works doctor and special relief fund committee as being likely to benefit in health from the trip, which was subsidised by a grant from the firm's directors.

* * *

Employees of John Thompson Motor Pressings Ltd., Wolverhampton, took their families to the firm's first "open day," and after a tour of the works the guests—about 1,500 of them—enjoyed side-shows and sports and were entertained to tea.

Accent on Training

Modern Staff Training. F. J. Tickner, M.A.. University of London Press Ltd. 12s. 6d.

ALTHOUGH only recently published, this book was recommended from the platform at the National Industrial Safety Conference, Scarborough, in May as being probably the most valuable training aid yet written. It is the work of the Director of Training and Education, H.M. Treasury, though the views expressed are the author's and are not a statement of the Treasury's training policy.

In his introduction, Mr. Tickner explains that he set out to write "a simple exposition of what is required to meet the training needs of an undertaking, large or small." Staff in his title means all kinds of working personnel in factory, store and office. Although, as Mr. Tickner admits, it is impossible to find a ready-made solution to the training problems of every working concern, certain main principles have been found to be common to all kinds of training, whatever the size of the undertaking and the variety of its operations. It is with these main principles that he deals, with instances quoted as typical answers to typical problems.

These chapter contents indicate the extent of the coverage of this invaluable book: Training needs of today; training in the small unit, in the large organisation, in the office. Training the supervisor and the manager. The training officer and his organisation. The training staff. Advanced training.

Weighing Them Up

Staff Reporting. Isabel E. P. Menzies, M.A., and Dr. E. Anstey. George Allen & Unwin Ltd. (for the Institute of Public Administration).

THIS book will be useful to those members of management whose business it is to make the best use of employees by recruitment, placing, training, movement and promotion. As Sir Horace Wilson says in his foreword, the staff reports system is still in the development stage; but if, in big organisations or departments, the best results are to be secured from the personnel employed therein, "some formal method of appraisal—understood by the staff and approved by staff representatives . . . is an essential factor in personnel administration."

How to develop a reporting system in your business? Miss Menzies has much that is helpful to say on this subject, and Dr. Anstey gives examples of systems now in use in the Civil Service. Typical staff report forms are given in an appendix. It may be noted that Dr. Anstey recommends that periods on reporting and the report form be included in training and refresher courses for supervisors and managers—the people who have to do the job of passing judgment on those under their control. There is much to be said for this idea.

School for Salesmen

Secrets of Closing Sales. Charles B. Roth. The World's Work (1913) Ltd. 10s. 6d.

HELPFUL to all concerned with the training of a sales staff. Mr. Roth is sales and advertising counsellor to many leading American corporations, the author of *The Selling Parade* and *Getting More Business* and president of Charles B. Roth & Associates. His book is short and easy to read, and full of practical know-how written by an old hand at the game who has got the invaluable knack of passing on his knowledge.

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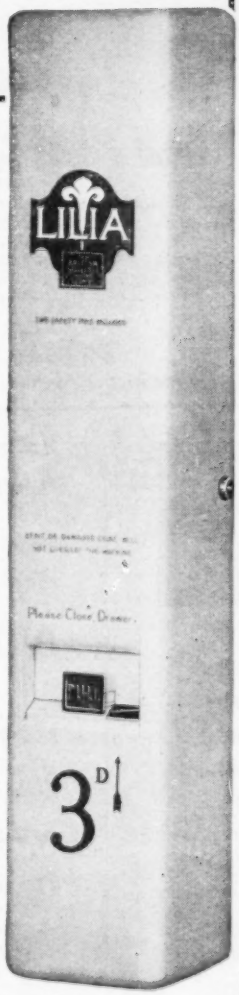

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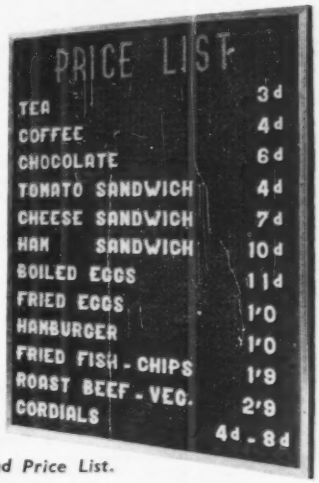

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Printed for the Proprietors, The Shaw Publishing Co. Ltd., 180 Fleet Street, E.C.4 (CHA.8844), by the Sidney Press Limited, London and Bedford. August, 1952. Advertisement and Editorial Office, 180 Fleet Street, London, E.C.4.